



# **COVID-19**

## **Preparedness and Response Plan**

### **2020-2021**

#### **INSTRUCTIONS:**

Please follow the step-by-step instructions below to complete the Preparedness and Response Plan.

1. Download and save the COVID-19 Preparedness and Response Plan to your computer prior to filling it out.
2. Complete the report and make sure to save it to your computer.
3. Submit the entire completed report in Epicenter. **Deadline: August 14, 2020**

Choose an item.

## COVID-19 Preparedness and Response Plan

**Address of School District:** 240 Brown Street, Grand Rapids, MI 49507

**District Code Number:** 41926

**Building Code Number(s):** 00709

**District Contact Person:** Teriena Schwartz

**District Contact Person Email Address:** [tschwartz@hopeacademywm.org](mailto:tschwartz@hopeacademywm.org)

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**Local Public Health Department:** Kent County Health Department

**Local Public Health Department Contact Person Email Address:**  
[Christopher.Eakin@kentcountymi.gov](mailto:Christopher.Eakin@kentcountymi.gov)

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**Name of Intermediate School District:** Kent ISD

**Name of Authorizing Body:** Ferris State University

**Date of Adoption by Board of Directors:** 07/27/2020

## Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular, will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was the 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 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 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.

Barth Roberts  
\_\_\_\_\_  
President of the Board of Directors

July 27, 2020  
\_\_\_\_\_  
Date

## Introduction and Overview

- Provide an introduction as an opportunity to introduce the reader to your school community and efforts to date that you have taken to ensure continued student learning during the COVID-19 pandemic.
- Consider including your school mission, vision and values and describe how they continue to guide your work.
- Identify guiding principles that your team considered when developing your Preparedness Plan.
- Describe how the plan was developed and how feedback from your school community was incorporated into the Preparedness Plan.

### **Academy Narrative:**

Hope Academy of West Michigan is a Pre-K -12 charter academy authorized by Ferris State University. When Governor Gretchen Whitmer closed all schools in Michigan in March, 2020 due to the COVID-19 pandemic, Hope Academy remained committed to our mission and vision to provide a safe place for all students to learn and grow. All stakeholders remained focused on helping each student to reach his or her full potential by embracing the whole child, providing meaningful and relevant learning opportunities for students, and partnering with families and the community to support student learning. Even though the method of teaching and learning changed from face-to-face instruction to remote learning, staff remained committed to assuring academic excellence for all students.

The staff and administration at Hope Academy of West Michigan learned a lot during the most recent school closure, including what worked and what did not work for our students and families. Through individual interviews, review of student work during the school closure, student, parent, and staff surveys, and town hall meetings with parents, leadership was able to better identify and plan for meeting the academic and social-emotional needs of our students and families. This COVID-19 Preparedness and Response plan was developed with the support and feedback of all stakeholders and ensures that the safety and well-being of all students was at the forefront of the decision making process as we prepare and implement this return to school plan for the 2020-2021 school year. The principles that guided the development of this plan align to the core values of Hope Academy of West Michigan, and include the following:

- Common Focus
- High Expectations
- Personalized Instruction
- Respect and Responsibility
- Collaboration
- Performance-based instruction
- Student growth and proficiency
- Integrity
- Accountability
- **SAFETY**

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

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

- All protocols included on page 15 of the Roadmap are “**Required.**” This includes the closure of school buildings for in-person instruction and to anyone other than: 1) district employees or contractors necessary to conduct minimum basic school operations, 2) food service workers preparing food for distribution to students or their families, and 3) licensed child-care providers and the families they serve. It also includes the suspension of all athletics and busing operations, if applicable.
- Identify whether the Academy will be used by licensed child care providers and if so, under what conditions.
- Outline the extent to which school employees and contractors will be physically present in the school building for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.
- Describe plans to ensure continued food distribution to eligible students.
- While the school is closed for in-person instruction, describe the cleaning protocols that will be adjusted to ensure the school building remains functional.
- If applicable, provide an assurance that states that all busing operations will be suspended.

### **Academy Narrative:**

Hope Academy of West Michigan is committed to providing a safe and secure environment for students to learn. During this time of COVID-19 the health and safety of our students, families and staff are paramount. During Phases 1-3, Hope Academy of West Michigan will be closed for in-person instruction. The school building will not be used by licensed child care providers, and no athletics, busing, or extracurricular activities will be held. Hope Academy will continue to partner with Grand Rapids Food Service and Kids Food Basket to provide students and families with access to breakfast, lunch, and a sack dinner.

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

#### **Personal Protective Equipment and Hygiene**

- HAWM will be closed for in-person instruction.

#### **Spacing and Movement**

- HAWM will be closed for in-person instruction.
- HAWM will not be used by licensed child care providers.
- Integrity Educational Services’ (IES) employees contracted to HAWM and contractors will be permitted to be physically present in the school building for the purposes of

conducting basic school operations, including remote live instruction, as determined by school administrators.

### **Screening Students**

- HAWM will be closed for in-person instruction.

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

- HAWM will be closed for in-person instruction.
- HAWM will require its staff contracted through IES to conduct daily self-examinations if they come to the building, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will stay home.
- HAWM will require its staff contracted through IES who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be [asked to leave] for off-site testing.
- Symptomatic staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- HAWM will cooperate with the local health department 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 showed symptoms to the time when he or she was last present at the school.
- HAWM will notify local health officials, staff, and students immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with the ADA and other applicable federal and state privacy laws.
- HAWM staff contracted through IES with a confirmed case of COVID-19 will return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

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

- HAWM will coordinate food distribution services with Grand Rapids Public Schools and Kids Food Basket
- All inter-school activities at HAWM will be discontinued.
- All after-school activities at HAWM will be suspended.

### **Athletics**

- All athletics at HAWM will be suspended.

### **Cleaning**

- HAWM will be closed for in-person instruction, and cleaning practices will be adjusted to maintain school building functional order.

### **Busing and Student Transportation**

- All busing operations at HAWM will be suspended.

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

- All protocols included on page 16 of the Roadmap are “**Strongly Recommended.**” Using these protocols as a guide, describe how the Academy will provide mental and social-emotional health services for students.
- Specifically identify which protocols on page 16 that are identified as “**Strongly Recommended**” that the Academy will not implement.

### Academy Narrative:

Hope Academy is committed to implementing all of the *required and strongly recommended Mental and Social -Emotional Wellbeing* recommendations when the school is closed for In-person Instruction. The mental health and social-emotional well-being of all students is a critical component of Hope Academy of West Michigan’s Covid-19 Preparedness and Response Plan. In today’s world of COVID-19 it is more important than ever that children, families, staff, and community partners feel welcome and valued. At Hope Academy every student experiences a pro-social curriculum as part of their classroom and school experience. This will continue in both the remote learning only Phases 1-3 and during face-to-face instruction in Phases 4-6. Hope Academy is part of Michigan’s Integrated Behavior and Learning Support Initiative and has implemented a Multi-Tiered System of Supports and the PBIS framework for all grades K-12. Teachers are able to review each student’s behavioral health strengths and needs on a regular basis and students in need of additional support are provided appropriate services in a timely manner. Teams of teachers meet weekly to review behavioral health data and student progress. Families, community partners, and school personnel meet periodically and are in consistent communication about students that are receiving additional support. MTSS and PBIS will remain an active part of the school operations for the 2020-2021 school year.

As part of the MTSS process, Hope Academy uses CICO-SWIS and the Early Warning Indicator (EWI) screening tool to identify and monitor student attendance, behavior, coursework data, and social-emotional learning on a daily or weekly basis for grades 7-12. For students in grades K-12 teachers complete the Student Risk Screening Scale (SRSS) for screening and progress monitoring purposes. This screener identifies both internalized and externalized behaviors in the areas of academics, anxiety, depression/mood, disruptive behavior, and social skills. This screener is given in the Fall, Winter, and Spring and will remain an active part of the school operations for the 2020-2021 school year.

Current guidelines provide staff members a clear protocol for identification of and rapid referral for at-risk students to appropriate building-level support teams, community mental health and wellness resources.

All staff will be trained in social-emotional learning and trauma informed practices to support students and families and promote self-care and resiliency in order to prevent burnout and

vicarious trauma. These training sessions are scheduled for August 3, 2020 and August 14, 2020.

A crisis management plan is available that identifies both internal and external community-based resources which can be rapidly activated as needed (e.g., loss of student, loss of parent, loss of school staff member, and/or deportation of family members). In addition, a full-time Parent Engagement Coordinator will work with students and families directly impacted by COVID-19 or any other crisis in areas of food security, housing, employment, access to health services, physical health, and mental health services. This individual will collaborate with school personnel, local public health agencies, and community partners to support all students and families at Hope Academy of West Michigan. Parents will be provided the email address and phone number of a designated staff member to address any mental health concerns resulting from COVID-19, as well as a resource book identifying school and community wellness resources.

Monthly parent meetings will be held to provide training and information to families on issues to support mental health and social-emotional well-being, including understanding normal behavioral response to crisis and loss, best practices of talking through trauma with children, positive self-care strategies that promote health and wellness, and information on Covid-19 safety measures and destigmatization. In addition, Hope Academy of West Michigan will continue to operate the REMIND app, update the school website, and use both email and mail to communicate with parents and guardians through a variety of methods.

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

- All protocols included on pages 17-18 of the Roadmap are **“Strongly Recommended.”**
- Describe the alternative modes of instruction that will be used while in-person instruction is suspended. Reflect upon the challenges and successes of implementing your Continuity of Learning and COVID-19 Response Plan, incorporate feedback from your school community, and outline in detail how you will ensure continued student learning. Specifically include a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction.
- Describe how the Academy will strive in good faith and to the extent practicable, based on available resources, technology, curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities consistent with their individualized education plans, including the provision of auxiliary services.
- Use the protocols listed on pages 17-18 of the Roadmap, as well as other best practices, as a guide in outlining and highlighting your plan for remote instruction.



- Specifically identify which protocols on pages 17-18 that are identified as “**Strongly Recommended**” that the Academy will not implement.

**Academy Narrative:**

In collaboration with students, parents, teachers, administration and community partners, Hope Academy of West Michigan developed the COVID-19 Preparedness and Response Plan to best meet the needs of students and families. This plan was reviewed with parents during town hall meetings held on July 8, 13, 14, 15, 2020 and will be mailed directly to stakeholders once approved by the school board and academy authorizer, Ferris State University. Additional town hall meetings will be held in the month of August to give parents and community partners opportunities to ask questions, provide input, and share concerns. A copy of the plan will be available on the school website in both English and Spanish. All stakeholders will have the opportunity to provide ongoing feedback by completing bi-weekly surveys to identify what is working well with remote learning and what they may still need assistance with in order to ensure effective implementation and student success.

Hope Academy of West Michigan’s Continuity of Learning Plan will be implemented during any time the school is forced to close due to COVID-19 and/or when Michigan is in phases 1-3 of the *MI Safe Schools: Michigan’s Return to School Roadmap*. Hope Academy is committed to implementing all of the “strongly recommended” *Instruction* recommendations when the school is closed for In-person Instruction.

K-12 Remote Learning Instruction					
Grade Level	Mode(s) of Instruction	Summary of Materials/Resources/Trainings Needed	Distribution Plan	Communication Plan	Professional Learning/Training and Support
K-12	<p>Teacher designed individual learning packets</p> <p>Reading Street Online components</p> <p>Math Expressions Online components</p> <p>Teachers will be using Zoom, Loom, Google Classroom, video chat, and Google Meet to</p>	<p>Supply packets for each student to include the following school supplies:</p> <p>Paper</p> <p>Whiteboards</p> <p>Dry Erase Markers and Erasers</p> <p>Pencils</p> <p>Crayons</p> <p>Markers</p> <p>Ruler</p> <p>Pencil Sharpener</p> <p>Scissors</p> <p>Spiral Notebook</p> <p>Calculator</p>	<p>Materials available for pick-up by appointment only and/or teachers will distribute directly to the student’s home.</p> <p>Each teacher will have virtual office hours available for parents and students to ask questions, get feedback, and receive emotional support.</p>	<p>Email</p> <p>Telephone/Text Communications</p> <p>Video with Loom.com/ Zoom.com (teachers recording lessons and readings for students to listen and observe)</p> <p>Students will check their student email daily for communication from staff members and</p>	<p>Teacher training in remote learning and blended learning to build capacity around high-quality remote learning. (Lesson planning and delivery)</p> <p>Teacher training in use of online tools and strategies. (Google Classroom, Zoom, Loom, Google Meet, Flip Grid, Video</p>

	<p>facilitate teaching and learning with students throughout the week.</p> <p>At the top of each 'Weekly Schedule' will be the contact information for the student's teachers, office, and interventionists along with their office hours on when it is best to contact them.</p> <p>Remote learning lessons will be modeled after the 5-E + Technology and will align to Critical Concepts and Michigan State Standards. High quality instructional materials will be used to differentiate instruction, promote student engagement, and ensure best practice</p> <p>Remote Learning instruction will include multiple strategies and methods including: Edgenuity Zoom Google Classroom Loom Video Chat Digital Choice Boards Kahoot Flip Grid</p>	<p>All students will be provided a tablet or chromebook</p> <p>Student passwords and logins.</p> <p>HAWM will assist students and families in connecting with Comcast services to obtain free internet services.</p> <p>HAWM will distribute Verizon "hotspots" to families without internet access.</p> <p>Individual learning packets will be made available for any student unable to access technology or internet services for online learning.</p>		<p>respond back in a timely manner.</p> <p><i>Go Guardian</i> will assist in monitoring student use of technology to ensure safety.</p> <p>Each teacher will document a minimum of 3 two-way communications via email, zoom meeting and or phone calls, per student each week to ensure students are safe and their social-emotional needs met.</p> <p>Teachers and Interventionists will provide resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child. (i.e. flashcard, educational games, books and materials)</p>	<p>Conferencing, Digital Choice Boards, Storyboarding, Virtual Field Trips)</p> <p>Digital Workshops and training for parents on accessing and using HAWM's digital systems and tools, and on how to support online learning for their student to include:</p> <p>*Creating a study schedule that best supports your child's needs.</p> <p>*Setting up a designated workspace</p> <p>*Getting to know the online learning platform and how to troubleshoot tech problems.</p> <p>*Allowing for breaks between lessons, including snacks and recess.</p> <p>*Limiting Distractions</p> <p>*Modeling hard work and persistence.</p> <p>*Staying in communication with your student's teacher.</p> <p>Small group or video training for all students on how to use the</p>
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	<p>Educational Playlists in YouTube Fliphunts Seesaw Problem-based Learning Storyboarding Tool Digital Storytelling Virtual Field Trips Video Feedback Educational websites including:</p> <p>Readingeggs.com Mathseeds.com Mobymax.com Duolingo Brainpop Jr. Readworks Digital Audio Books</p>				school's digital systems and tools appropriately and how to care for the device.
ASSESSMENT	IEP'S and 504 Plans	Career and Technical Education/ Post-secondary Transition	Monitoring	Speech and Language, Occupational and Physical Therapy, Social Work	Technology
HAWM will assess every student in grades K-12 during the first 3 weeks of school to understand where students are academically and inform instructional decisions for teachers, students and families:	HAWM will review all IEP's and 504 plans in coordination with general education and special education teachers. Based on assessment data, individual goals will be identified and targeted supports and	.	<p>Monitoring the success of students during remote learning is essential to ensuring all students master critical concepts and grade level expectations.</p> <p>Standards-based grading will continue, with students required to master the grade-level</p>	<p>A continuation of services plan will be created to ensure students in need of speech, occupational, or physical therapy continue to receive services and interventions identified in the ISP.</p> <p>EL learners with a WIDA level 1 and 2 will</p>	HAWM will ensure that all students and families have adequate connectivity and the devices necessary to fully engage in remote learning and complete schoolwork.

<p>Kindergarten KRA Early Literacy for Math (if available) or Acadience and Delta Math</p> <p>Grades 1-6 Acadience Delta Math NWEA MAP</p> <p>Grades 7-9 CARI NWEA MAP</p> <p>Grades 10-12 NWEA MAP in Reading and Math</p> <p>HAWM will provide feedback to students and parents on assessment(s) results and grade-level proficiencies via Zoom meeting video conferencing, and/or assessment results directly to the student's home.</p>	<p>s will be implemented by the special education teacher, reading and math interventionists, and EL interventionists.</p> <p>Teachers and support staff will collaborate on delivery methods to ensure special education services and supports are fully implemented for students in need of additional support.</p> <p>Child Study meetings will continue to be held virtually, and the MTSS model will be used to identify strategies to support students in need of Tier 2 and Tier 3 interventions.</p> <p>Assistive technology will be provided as needed and required by the IEP or 504 plan..</p>		<p>critical concepts or Common Core State Standards. K-8 will continue to implement a Personalized Competency Based Education model.</p> <p>HAWM will continue to use Powerschool to record student's online attendance on a daily basis.</p> <p>Teachers will assess the quality of student work and provide frequent feedback to students and families through 2-way communication.</p> <p>Students will self-assess the quality of work, reflect on teacher feedback, and learning progression through exit tickets and two-way communication.</p> <p>Grade level teams will continue weekly PLC meetings to analyze student work and academic, behavioral, and social-emotional data, collaborate on lesson planning and delivery, and share best practice</p>	<p>receive language development services in the areas of listening, speaking, reading and writing through SIOP strategies in the classroom, EL interventionists push-in and pull-out services as well as collaboration with the classroom teacher. If appropriate, newcomer classes will be offered for students in need of intensive language support.</p>	
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			<p>strategies.</p> <p>Bi-weekly staff meetings will continue to allow for the sharing of knowledge, exchange of ideas, and the sharing of successes and failures around remote learning.</p>		
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### Phase 1, 2, or 3 Operations

- All protocols included on pages 19-20 of the Roadmap are **“Strongly Recommended.”** Using these protocols as a guide, describe how the Academy will manage operations and technology.
- Specifically highlight the level of access to digital devices your students and families have, how you know this information, and how you will ensure equitable access to learning, as needed, through the use of technology.
- Describe the specific ways staff will be redeployed to meet the needs of the Plan.
- Specifically identify which protocols on pages 19-20 that are identified as **“Strongly Recommended”** that the Academy will not implement.

### Academy Narrative:

#### Technology

Hope Academy of West Michigan has identified a single point of contact technology support person at the building level who is responsible for coordinating the implementation of the technology plan. This individual has surveyed families and collected information about the numbers, types, and condition of devices used in the home to support remote learning. A list has been generated that identifies the need of each student, including the need for internet access, technology devices, and training and support necessary for the student and family to access and utilize the school's digital platform. HAWM is currently able to provide 1-to-1 technology devices for all students grades K-12.

HAWM has processes and procedures in place for the distribution, collection, and sanitizing of all tablets, Chromebooks, and laptop computers. The school has invested in a scanning program that allows for barcodes to be used to track devices, including tablets, Chromebooks, laptops, mice, and headphones. In addition, HAWM has invested in GoGuardian. This filtering system

allows for the monitoring of student use, eliminating distractions with a classroom management software, and provides an additional suicide prevention service to proactively identify students at risk of suicide and self-harm.

Professional development and parent and student training sessions have been scheduled (remotely and in small groups) to increase capacity for successful remote learning for all students. The technology support person will coordinate with the parent engagement coordinator to identify any ongoing technology needs and supports needed by students and families and identify potential parents or guardians who could act as technology liaisons to support communication regarding the use of technology and serve as a “help desk.” The contact information of the technology support person will be provided to all stakeholders and posted on the school website. A “cheat sheet” has been developed as part of the technology support plan for families to troubleshoot any technology problems prior to reaching out to the technology support person for assistance. Finally, relevant technology policies including privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology have been reviewed and will continue to be updated as needed.

The technology support person works in collaboration with the KISD technology department to order, evaluate, and maintain the appropriate technology and connectivity needed for students to continue learning during the remote learning required in Phases 1-3. The technology team at the KISD routinely tests every Wi-Fi access point and wired network devices, removes malware, and conducts routine maintenance on devices including screen, keyboard, and battery replacement. HAWM is committed to implementing all of the “strongly recommended” *Operations: Technology* recommendations when the school is closed for In-person Instruction.

### **Facilities**

IES leases employees to HAWM including a full-time facilities manager to audit, order and restock, and monitor the supply chain for cleaning and disinfection supplies. This maintenance person along with two custodians maintain the school in good working order and use the cleaning and disinfection protocols laid out in the CDC School Decision Tree.

The facilities manager will coordinate as needed with Local Emergency Management Programs to ensure procurement of cleaning and disinfection supplies. HAWM does not hold elections or child care for essential workers at the facility, but will coordinate with Grand Rapids Public School Food Service and Kids Food Basket to provide ongoing food distribution to meet the nutritional needs of our students. Hope Academy is committed to implementing all of the “strongly recommended” *Operations: Facilities recommendations* when the school is closed for In-person Instruction.

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

Hope Academy of West Michigan is committed to operating with a balanced budget for the 2020-2021 school year and have reduced staffing in anticipation of budget cuts in the fiscal year 2021 state school aid budget when it is passed. HAWM will work with MDE to understand

flexibility with hiring in a remote learning environment and will redeploy staff members to support the remote learning plan as needed. Food distribution services will continue and HAWM will be a distribution site for breakfasts, lunches (Grand Rapids Food Services) and sack dinners (Kids Food Basket), and parents will receive ongoing communication identifying alternative community resources to support food security, housing, physical and mental health, and employment opportunities

Expectations for remote learning, including attendance expectations and time on schooling by grade level, will be shared with parents and students and posted on the school website. Virtual meetings will be scheduled with each family to discuss the student's schedule and learning expectations, as well as expectations around the duration of the closure and reopening. Schedules will be posted on the school website as well as teacher contact information and office hours. HAWM is committed to providing instructional resources and materials to staff and students based on instructional programming and budgeting expectations. Hope Academy is committed to implementing all of the *required and strongly recommended* outlined in the Operations: ***Budget, Food Service, Enrollment and Staffing*** recommendations when the school is closed for In-person Instruction and when HAWM reopens for in-person instruction should a closure occur during the school year.

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

#### **Phase 4 Safety Protocols**

- To the extent that the Academy will offer in-person instruction during Phase 4 of the Michigan Safe Start Plan, describe how the Academy will ensure compliance with the Personal Protective Equipment protocols identified as “**Required**” on page 22 of the Roadmap, including when and where staff and students are required to wear facial coverings. Identify exceptions to this requirement for staff and students who cannot medically tolerate a facial covering by using the strong recommendations on page 28 of the Roadmap, as well as describing how the Academy will address staff or students who do not comply with these requirements.
- To the extent that the Academy will offer in-person instruction during Phase 4 of the Michigan Safe Start Plan, describe how the Academy will ensure compliance with the Hygiene protocols identified as “**Required**” on page 22 of the Roadmap, including adequate supplies of soap, hand sanitizer, paper towels, tissues, signs and the teaching/reinforcing of hygienic behaviors.
- Describe the COVID-19 screening and reporting protocols for students and staff, including the reporting of any positive cases to the local public health authority.
- While schools are not required to implement the protocols on pages 23-24 with respect to Spacing, Movement and Access, if the Academy decides to offer in-person instruction, describe which, if any, practices the Academy will implement.
- Describe the Academy's plans to ensure compliance with Food Service, Gathering, and Extracurricular Activities protocols identified as “**Required**” on page 26.

- Describe the Academy’s plans to ensure compliance with Athletic and Cleaning protocols identified as “**Required**” on page 27.
- Describe how the Academy will comply with each of the Transportation protocols identified as “**Required**” protocols on page 28.
- Specifically identify which protocols on pages 22-28 that are identified as “**Strongly Recommended**” that the Academy will not implement.

**Academy Narrative:**

Hope Academy of West Michigan is committed to reopening school for face-to -face instruction when it is determined safe to do so as outlined by *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap*.

**Personal Protective Equipment**

Hope Academy of West Michigan will follow all *required and strongly recommended Personal Protective Equipment* as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines*:

- Face coverings will be worn by all staff members unless medically unable to tolerate a facial covering. A doctor’s note will be required for staff unable to wear a face covering for medical reasons. The masks can be homemade or disposable level-one (basic) grade surgical masks. Any staff member that is incapacitated or unable to remove the facial covering without assistance will not be required to wear a facial covering.
- Pre-K -5 students and students with special needs will be required to wear clear masks and/or facial coverings in classrooms when unable to social distance and in common areas such as hallways, bathrooms, and entryways into the school. These facial coverings will be homemade, cloth, and/or disposable level-one (basic) grade surgical masks. HAWM will provide disposable masks for students who report to school without a facial covering. Students and parents will be directed to wash cloth/homemade facial coverings daily. Disposable facial coverings will be disposed of at the end of each day.
- Facial coverings will be worn by Pre-K -12 students, staff, and visitors in hallways, restrooms, and common areas except during breakfast and lunch time. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Students and parents will be directed to wash cloth/homemade facial coverings daily. Disposable facial coverings will be disposed of at the end of each day.
- Facial coverings will be worn in classrooms by all students grades K-12.
- Facial coverings will not be recommended for students ages 4 and under.

**Hygiene**

Hope Academy of West Michigan will follow all required and strongly recommended *Hygiene* as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines*:



- HAWM will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Hand sanitizer stations have been installed in each classroom, door entryways, and common areas. These will be monitored and filled regularly to ensure access for all students, staff, and visitors into the building.
- Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. These expectations will be added to our Behavior Matrix through our PBIS program and practiced regularly.
- The facility manager and custodian(s) will check and refill soap and hand sanitizers on a daily basis. Teachers will have a clear process to contact the facility manager and custodians to report need(s).
- Students and teachers will have scheduled hand washing with soap and water every 2-3 hours. A log will be kept documenting these hand washing times.
- Students will be provided individual learning materials and supplies (e.g., pencils, rulers, notebooks, calculators). Students and teachers will not share personal items and supplies.
- Student personal items will be separated into individually labeled cubbies, containers, or lockers.
- HAWM will limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- HAWM has installed hand sanitizing stations in each classroom and throughout the school building. \* **HAWM will not procure portable hand washing stations.**

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

Hope Academy of West Michigan will follow all *required and strongly recommended* in the Spacing, ***Movement, and Access*** as outlined in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 4 guidelines*:

- All desks will be six feet apart in classrooms. Class sizes will be kept to the level afforded by the necessary spacing requirements.
- In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- As feasible, all desks and tables will be arranged facing the same direction toward the front of the classroom.
- As feasible, teachers will maintain six feet of spacing between themselves and students.
- Family members or other guests will not be permitted in the school building except under extenuating circumstances determined by district and school officials.
- Signage will be posted to indicate proper social distancing throughout the school building.
- Floor tape and other markers will be used at six-foot intervals where line formation is anticipated.
- HAWM will provide social distancing floor/seating markings in waiting and reception areas.

- HAWM will post signs on the doors or restrooms to indicate proper social distancing and hand hygiene techniques.
- All adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept on non-school employees or other visitors entering and exiting the building.
- Classroom windows that can open, will be open as much as possible, weather permitting. Considerations will be made for students with allergy-induced asthma.
- As able and appropriate, schools will have cohort groups of students assigned to isolated hallways or areas of the building.
- As able, “specials” will be brought to the classrooms instead of having students move to different locations.
- HAWM will implement a staggered school schedule that incorporates alternative dates of attendance and use of virtual and remote learning for grades 6-12. HAWM will partner with community organizations and parents to identify safe places where children can engage virtually, especially if family members work and children cannot be home alone.
- Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able.
- Staff members will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classroom and vice-versa.
- When possible, physical education will be held outside and social distancing of six feet will be practiced.
- Flow of foot traffic will be directed in only one direction, if possible. If one-way flow is not possible, hallways will be divided with either side following the same direction.
- Entrances and exits will be kept separate to keep traffic moving in a single direction.

### **Screening Students and Staff**

Hope Academy of West Michigan will follow all *required and strongly recommended* in the ***Screening Students and Staff*** as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines*:

- HAWM will cooperate with the Kent County Health Department regarding implementing protocols for screening students and staff.
- HAWM will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until the child is picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.

- Staff will complete daily examinations and screenings, including a temperature check, prior to entering the building. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will remain home.
- HAWM staff will complete a monitoring form (paper or electronic) for screening employees. This form will be forwarded to HR for recording purposes.
- Families will be encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater will stay home and parents/guardians will be asked to consider coronavirus testing if symptoms of COVID-19 are present.
- Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

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

Hope Academy of West Michigan will follow all *required and strongly recommended* in the ***Testing Protocols for Students and Staff and Responding to Positive Cases*** as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines*:

- HAWM will cooperate with the Kent County Health Department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms while at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.
- Symptomatic staff and students sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- 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 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 they can be quarantined for 14 days at home. Students and staff will be closely monitored for any symptoms of COVID-19. Only those that develop symptoms of COVID-19 will require testing prior to returning to school.

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

Hope Academy of West Michigan will follow all *required and strongly recommended* in the ***Responding to Positive Tests Among Staff and Students*** as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines*:

- HAWM will cooperate with the Kent County Health Department if a confirmed case of COVID-19 is identified, and will 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 the school.
- HAWM will notify health officials, staff and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - Kent County Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require a quarantine. HAWM will help Kent County Health Department by collecting data and contact information of those exposed.
  - HAWM will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials will not participate in discussions or acknowledge a positive test).
- Employees of IES with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- Smaller areas, including classrooms, will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

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

Hope Academy of West Michigan will follow all *required and strongly recommended* in the ***Food Service, Gathering, and Extracurricular Activities*** as outlined in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 4 guidelines including:*

- HAWM will prohibit indoor assemblies that bring together students from more than one classroom.
- Students at HAWM will eat meals in the classroom.
- Students, staff, and teachers will wash hands before and after each meal.
- Large scale assemblies or gatherings of more than 50 students will be suspended.
- Off-site field trips that require bus transportation to an indoor location will be suspended.
- Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. No more than one class will be allowed outside at one time.
- School-supplied meals will be delivered to the classroom or picked up upon entry into the building in the morning (breakfast) or afternoon (lunch). Disposable utensils will be required.

- Extracurricular activities will continue with the use of facial coverings and social distancing.

### **Athletics**

Hope Academy of West Michigan will follow all *required and strongly recommended* in the *Athletics* as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines including:*

- HAWM will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- Inter-school competitions will be held provided that facial coverings are worn if school transportation is provided. Buses or vans will be cleaned and disinfected before and after every use, as detailed in the subsequent ‘Busing and Student Transportation’ section.
- Spectators will be required to wear facial coverings and must maintain six feet social distancing at all times. Attention will be given to entry and exit points to prevent crowding.
- Each participant will use a clearly marked water bottle for individual use. There will be no sharing of water bottles.
- There will be no handshaking, fist bumping, or other unnecessary contact permitted.
- HAWM does not have a weight room. Outdoor physical conditioning activities will be permitted following social distancing and facial covering requirements.
- No indoor spectator events will be permitted. Outdoor spectator events will be limited to 100 people, with people not of the same household required to maintain six feet distance from one another.

### **Cleaning**

Hope Academy of West Michigan does not have a library or computer lab. Art class will be held in the classroom. PE will be held outside, weather permitting with social distancing in place. If the weather is not agreeable, PE class will be held in the classroom. All Art and PE equipment will be sanitized between usage with an EPA-approved disinfectant or diluted bleach solution.

Hope Academy of West Michigan will follow all *required and strongly recommended* in the *Cleaning* as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines including:*

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- HAWM will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.

### **Busing and Student Transportation**

Hope Academy of West Michigan does not provide busing or transportation of students to or from school. The use of Dean’s busing and the use of rental vans for transporting participants to athletic events does occur on occasion. Hope Academy of West Michigan will follow *all required and strongly recommended* in the ***Busing and Student Transportation*** as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines including:*

- HAWM will require the use of hand sanitizer before entering the bus or van. HAWM will supply the hand sanitizer on the bus or van.
- The bus driver, staff, and all students in grades 6-12, if medically feasible, must wear facial coverings while on the bus or in the van. In situations where it is not safe for the bus driver to wear a facial covering, decisions will be made on a case-by-case basis with the Kent County Health Department.
- If Dean Transportation is utilized to transport participants to athletic events, the vendor will ensure the bus is cleaned and disinfected before and after every transit route. If HAWM uses a rental van to transport participants to athletic events, the vendor will ensure the bus is cleaned and disinfected before and after every transit route. Children will not be present while the bus or van are being cleaned and disinfected. HAWM will provide hand sanitizer for use prior to the boarding of any bus or van being used for transporting participants to and from athletic events.
- HAWM will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they will not be permitted to use group transportation to be transported to the athletic event and must follow protocols outlined above. If a driver becomes sick during the day, they must follow the protocols for sick staff outlined above and must not drive students (not applicable for HAWM).
- Weather permitting, the vendor will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, the vendor or driver (Hope staff member) will consider keeping the windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

## **Medically Vulnerable Students and Staff**

Hope Academy of West Michigan will follow all *required and strongly recommended* in the ***Medically Vulnerable Students and Staff*** as outlined in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 4 guidelines* including:

- HAWM will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and will update their care plans as needed to decrease risk for exposure to COVID-19.
- HAWM will create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work assignments.
- Pertaining to medically vulnerable students, HAWM will incorporate feedback and input from teachers, families, students, and school leaders to improve the effectiveness of the remote learning plan. Any revisions to the remote learning plan will be communicated to all involved stakeholders. (recommended)

### **Phase 4 Mental & Social-Emotional Health (Strongly Recommended)**

- All protocols included on page 29 of the Roadmap are **“Strongly Recommended.”** Using these protocols as a guide, describe how the Academy will provide mental and social-emotional health services for students.
- Specifically identify which protocols on page 29 of the Roadmap, all of which are identified as **“Strongly Recommended”** that the Academy will not implement.

#### **Academy Narrative:**

Hope Academy is committed to implementing all of the *required and strongly recommended Mental and Social -Emotional Wellbeing* recommendations when the school is open for in-person instruction during Phase 4. At Hope Academy every student experiences a pro-social curriculum as part of their classroom and school experience. This will continue in both the remote learning only Phases 1-3 and during face-to-face instruction in Phases 4-6. Hope Academy is part of Michigan's Integrated Behavior and Learning Support Initiative and has implemented a Multi-Tiered System of Supports and the PBIS framework for all grades K-12. Teachers are able to review each student's behavioral health strengths and needs on a regular basis and students in need of additional support are provided appropriate services in a timely manner. Teams of teachers meet weekly to review behavioral health data and student progress. Families, community partners, and school personnel meet periodically and are in consistent communication about students that are receiving additional support. MTSS and PBIS will remain an active part of the school operations for the 2020-2021 school year.

As part of the MTSS process, Hope Academy uses CICO-SWIS and the Early Warning Indicator (EWI) screening tool to identify and monitor student attendance, behavior, coursework data, and social-emotional learning on a daily or weekly basis for grades 7-12. For students in grades K-12 teachers complete the Student Risk Screening Scale (SRSS) for screening and progress monitoring purposes. This screener identifies both internalized and externalized behaviors in the areas of academics, anxiety, depression/mood, disruptive behavior, and social skills. This screener is given in the Fall, Winter, and Spring and will remain an active part of the school operations for the 2020-2021 school year.

Current guidelines provide staff members a clear protocol for identification of and rapid referral for at-risk students to appropriate building-level support teams, community mental health and wellness resources.

All staff will be trained in social-emotional learning and trauma informed practices to support students and families and promote self-care and resiliency in order to prevent burnout and vicarious trauma. These training sessions are scheduled for August 3, 2020 and August 14, 2020.

A crisis management plan is available that identifies both internal and external community-based resources which can be rapidly activated as needed (e.g., loss of student, loss of parent, loss of school staff member, and/or deportation of family members). In addition, a full-time Parent Engagement Coordinator will work with students and families directly impacted by COVID-19 or any other crisis in areas of food security, housing, employment, access to health services, physical health, and mental health services. This individual will collaborate with school personnel, local public health agencies, and community partners to support all students and families at Hope Academy of West Michigan. Parents will be provided the email address and phone number of a designated staff member to address any mental health concerns resulting from COVID-19, as well as a resource book identifying school and community wellness resources.

Monthly parent meetings will be held to provide training and information to families on issues to support mental health and social-emotional well-being, including understanding normal behavioral response to crisis and loss, best practices of talking through trauma with children, positive self-care strategies that promote health and wellness, and information on Covid-19 safety measures and destigmatization. In addition, Hope Academy of West Michigan will continue to operate the REMIND app, update the school website, and use both email and mail to communicate with parents and guardians through a variety of methods.



## Phase 4 Instruction

- All protocols included on pages 30-32 of the Roadmap are “**Strongly Recommended.**”
- Outline the Academy’s plan to deliver instruction during Phase 4 of the Michigan Safe Start Plan. Begin by specifying the options available to students and families. Consider describing the results of surveys or other methods to solicit feedback from families as a basis for developing these options. Include whether the Academy will offer in-person instruction, remote learning options, hybrid approaches, and/or rotating in-person schedules.
- When a district 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 plans. If the Academy will use any form of remote or hybrid learning models during Phase 4 of the Michigan Safe Start Plan, describe the Academy’s plans to ensure students with disabilities receive equitable services and in compliance with their individualized education programs, including the provision of auxiliary services.
- Using the protocols outlined on pages 30-32 as a guide, and incorporating other best practices, address each of the following sub-sections: Governance; Instruction; Communications and Family Supports; and Professional Learning. As all of the protocols in this section are identified as “**Strongly Recommended,**” list any that the Academy will not implement.

### **Governance**

Hope Academy of West Michigan will follow all *required and strongly recommended* in the *Governance* as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines including:*

- HAWM will create a district “Return to Instruction and Learning” work group led by the building principal, and composed of a students, parents, teachers, and community partners, to:
  - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through surveys and focus groups.
  - Revise the district’s remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
  - Share the district’s remote learning plan will all involve stakeholders in case of return to remote learning.

### **Instruction**

Hope Academy of West Michigan is committed to reopening school for face-to -face instruction when it is determined safe to do so as outlined by *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap*. In Phase 4, HAWM will provide in-person instruction in both a traditional and a hybrid model:

**Grades K-5** will return to school for face-to-face instruction on a full-day schedule Monday, Tuesday, Wednesday, Thursday and Friday with all safety protocols in place as long as enrollment numbers permit. Class sizes will not exceed 12-14 students (depending on classroom size) to permit for 6 feet social distancing. If enrollment numbers increase beyond the ability to safely return all students to the classroom full-time, students in grades K-5 will return on a hybrid model as outlined below in the secondary model.

**Grades 6-12** will return to school on a hybrid model to ensure social distancing of six feet in all classrooms. Students will be divided into Session A (7:45 am- 11:45am) and Session B (12:15 am - 4:15 pm) on Monday, Tuesday, Thursday and Friday with all students receiving face-to-face instruction with teachers in all core content areas (ELA, Math, Science and Social Studies). Each secondary student will be enrolled in two online classes using the Edgenuity platform to ensure each student is enrolled in a full-time schedule. On Wednesday, all 6-12 students will work on cross-content project-based activities and Edgenuity courses using an online platform.

**Parent/ Guardian Option:** All parents will be provided the option of enrolling their student in full-time remote learning and/or developing an individualized schedule that best meets the learning needs of their student and/or when feasible, is most supportive of the parents work schedule.

Hope Academy of West Michigan will follow all *required and strongly recommended* in the area of *Instruction* as outlined in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 4 guidelines including:*

- HAWM will activate a hybrid learning program at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. HAWM will consult MDE for high-quality digital resources.
- HAWM will make expectations clear to school leaders and teachers around hybrid or remote instruction that include:
  - Best practices for blended or remote learning;
  - Grade level proficiencies;
  - Modes of student assessment and feedback;
  - Differentiated support for students;
  - The inclusion of social-emotional learning; and
  - Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- HAWM will set an instructional vision that ensures that:
  - Every student will start the school year with access to grade-level instruction and high-quality, standards-aligned instructional materials in every subject.
  - Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.

- Every student’s academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
- HAWM will secure support for students who are transitioning to postsecondary.
- HAWM will implement grade-level curricula that are aligned to Michigan preK-12 standards.
  - HAWM will support teachers to utilize Critical Concepts (Power Standards) that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.
- HAWM will revise students’ IEPs, IFSPs, and 504 Plans in coordination with general and special education teachers to reflect the child’s evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
  - Commence intervention and support services. Plans will include all programs and learning environments, especially special education birth to five services, and CTE.
  - HAWM will establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. HAWM will consider students’ needs around accessibility and provide assistive technologies, where possible.
- HAWM will inventory all intervention programs and services available to students on the district and school level and identify any gaps.
- HAWM will develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

### **Communications and Family Supports**

Hope Academy of West Michigan will follow all *required and strongly recommended* in the area of *Communication* as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines* including:

- HAWM will Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, all call, email, home visit) to share:
  - Expectations around their child’s return to school;
  - Clear information about schedules and configurations, if hybrid;
  - Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
  - Plans for each of the different school opening scenarios.
- HAWM will provide resources that demonstrate that we value parents as partners in their child’s education. Offer family supports that provide families with:
  - Training about how to access and use the school’s chosen digital systems and tools;

- Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
- Opportunities to build their digital literacy; and
- Strategies to support their child’s learning at home

### **Professional Learning**

- Provide adequate time for schools and educators to engage in:
  - Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;
  - Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student’s growth and needs with students’ assigned teacher(s) for the 2020-2021 school year;
  - Identify students who potentially need additional support; and
  - Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
- HAWM will create a plan for professional learning and training, with goals to:
  - Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
  - Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
  - Build school leaders’ and teachers’ capacity to design and develop blended and remote learning experiences that are equitable and engaging

### **Instruction**

- HAWM will ensure that every student:
  - Has access to standards-aligned, grade level instruction, including strategies to accelerate student learning;
  - Is assessed to determine student readiness to engage in grade-level content; and
  - Is offered scaffolds and supports to meet their diverse academic and social-emotional needs.
- Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
- Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions. Conduct a review of each students’ IEP in partnership with teachers and parents to reflect each student’s evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.
- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students’ needs.

- Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers’ and students’ familiarity with online learning in case of a return to remote instruction.
- Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
- Support schools to communicate regularly with families in their home language about their child’s progress and the targeted plans for students in need of additional support.
- If hybrid, activate plans to monitor and assess the following:
  - Connectivity and Access:
    - Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
  - Attendance:
    - Develop systems to monitor and track students’ online attendance on a daily basis.
- Student Work:
  - Teachers will assess the quality of student work and provide feedback to students and families.
  - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.

#### Phase 4 Operations

- All protocols included on pages 33-36 of the Roadmap are “**Strongly Recommended.**” Using these protocols as a guide, describe how the Academy will effectively manage each of the following: Facilities; Budget, Food Service, Enrollment and Staff; Technology; and Transportation.
- Specifically highlight the level of access to digital devices the Academy’s students and their families have, how the Academy has collected this information, and how the Academy will ensure equitable access to learning, as needed, through the use of technology.
- Address operational plans in the event that the Academy is required to close for in-person instruction, including the deployment of digital learning devices and transitioning to a fully remote learning environment.
- Specifically identify which protocols on pages 33-36 of the Roadmap, all of which are identified as “**Strongly Recommended**” that the Academy will not implement.

#### Academy Narrative:

Hope Academy of West Michigan will follow all *required and strongly recommended* in the *Facilities* as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 4 guidelines* including:

- HAWM will audit necessary materials and supply chain for cleaning and disinfection supplies.
- HAWM will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
  - Advocate for ISDs to coordinate with LEMPs.
- HAWM will audit any additional facilities that the district may have access to that could be used for learning.
- HAWM will provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
- HAWM will alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
- HAWM will convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- HAWM will provide advanced training for custodial staff.
- Custodial staff will continue deep cleaning over the summer.
- HAWM will audit all school buildings with a focus on:
  - How many classrooms are available;
  - The size of each classroom;
  - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
  - The ventilation in each classroom.
- HAWM will audit school security protocols to decide if any process changes need to be implemented.
- HAWM will ensure school staff follow CDC protocols if interacting with the general public.
- HAWM will maintain facilities for in-person school operations.
  - Check HVAC systems at each building to ensure that they are running efficiently.
  - Air filters will be changed regularly.
  - Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  - HAWM will ensure signage about frequent handwashing, cough etiquette, and nose blowing is widely posted, disseminated, and encouraged through various methods of communication.
  - Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
- School leaders will conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- HAWM will procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low income students, and students with special needs.

- HAWM will procure level-1 surgical masks for cleaning and janitorial staff.
- HAWM will activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff should wear surgical masks when performing cleaning duties.
- HAWM will maintain facilities for resumption of school operations

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

Hope Academy of West Michigan will follow all *required and strongly recommended* in the *Budget, Food Service, Enrollment, and Staffing* as outlined in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 4 guidelines including:*

- HAWM will assess student arrival protocols. This will include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).
- HAWM will conduct staff and student outreach to understand who is coming back.
  - For staff, this will include a breakdown of the staff – administrators, educators, support staff, school counselors, etc.
  - Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).
  - For students, this will include those with preexisting conditions who may need a remote learning environment.
- HAWM will assess the need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.
- HAWM will work with Integrity Educational Services (Management Company) to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.
- IES will recruit, interview and hire new staff.
- IES and HAWM will consider redeploying underutilized staff to serve core needs.
- Where possible, and in coordination with IES, HAWM will identify and modify staff positions, that would enable high-risk staff to provide remote services.
- HAWM will communicate any student enrollment or attendance policy changes with school staff and families.
- IES will provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.
- IES and HAWM leadership will seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).
- IES and HAWM leadership will coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.
- IES and HAWM leadership will inventory how many substitute teachers are available.

- HAWM leadership will build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
- HAWM leadership will verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.
- IES will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
- IES will engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- IES will work with school leaders to orient new school staff to any operational changes.
- HAWM leadership will create a master teaching schedule, student and faculty arrival/dismissal schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.
- HAWM leadership will collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

## **Technology**

Hope Academy of West Michigan will follow all *required and strongly recommended* items identified under the *Technology* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 4 guidelines* including:

In addition to all required and strongly recommended items identified under the technology heading in Phase 3, HAWM will implement the following:

- HAWM will organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period.
- HAWM will compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.
- HAWM will review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in the district.
- HAWM will continue infrastructure evaluations until all issues are resolved.
- HAWM will identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.

## **Transportation**

Hope Academy of West Michigan does not operate any busing or own any vehicles used for transporting students. As a result, HAWM will not implement any of the strongly recommended items identified in the transportation section of the *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap*.



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

### Phase 5 Safety Protocols

- All of the protocols listed on pages 38-44 of the Roadmap are listed as either “**Strongly Recommended**” or “**Recommended.**” Using these protocols as a guide, and incorporating other best practices, describe the Academy’s plans during Phase 5 of the Michigan Safe Start Plan for each of the following areas: Personal Protective Equipment; Hygiene; Spacing, Movement and Access; Screening Students, Staff, and Guests; Testing Protocols for Students and Staff and Responding to Positive Cases; and Responding to Positive Tests Among Staff and Students; Food Service, Gatherings, and Extracurricular Activities; Athletics; Cleaning; Busing and Student Transportation; and Medically Vulnerable Students and Staff.
- Highlight specific examples of how the Academy’s Plan for Operating during Phase 5 of the Michigan Safe Start Plan is different from its Plan for Operating during Phase 4 of the Michigan Safe Start Plan.
- Specifically identify which protocols on pages 38-44 that are identified as “**Strongly Recommended**” that the Academy will not implement.

### Personal Protective Equipment

Hope Academy of West Michigan will follow all *strongly recommended and recommended* items identified under the *Personal Protective Equipment* heading in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 5 guidelines including:*

- Facial coverings will always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.
  - PreK-5 and special education teachers will consider wearing clear masks.
  - Homemade facial coverings will be required to be washed daily.
  - Disposable facial coverings will be disposed of at the end of each day.
- Facial coverings will always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.
  - Homemade facial coverings will be required to be washed daily.
  - Disposable facing coverings will be disposed of at the end of each day.

- Facial coverings will be required for preK students and students with special needs in hallways and common areas.
  - Facial coverings will not be required for use in classrooms by children ages 3 and 4.
  - Facial coverings will not be used on children under age 2.
  - Facial coverings will be required for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.
  - Facial coverings will be required in classrooms by grades 6-12 students. Any student who cannot medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.
  - Gloves are not required except for custodial staff or teachers cleaning their classrooms.

### **Hygiene**

Hope Academy of West Michigan will follow all *strongly recommended and recommended* items identified under the *Hygiene* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines including:*

- HAWM will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- HAWM will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- HAWM will educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students will wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom will wash their hands or use sanitizer every time a new group of students enters their room.
  
- HAWM will systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers will have scheduled handwashing with soap and water every 2-3 hours.
- HAWM will limit sharing of personal items and supplies such as writing utensils.
- HAWM will keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- HAWM will limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
- HAWM will implement hand sanitizing stations to set up throughout school buildings.

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

Hope Academy of West Michigan will follow all *recommended* items identified under the *Spacing, Movement, and Access* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines* including:

- HAWM will ensure spacing is six feet between desks to the extent that it is feasible.
- HAWM will ensure class sizes are kept to the level afforded by necessary spacing decisions.
- In classrooms where tables are utilized, HAWM will space students as far apart as feasible.
- HAWM will arrange all desks facing the same direction toward the front of the classroom.
- HAWM teachers will try to maintain six feet of spacing between themselves and students as much as possible.
- HAWM will post signage to indicate proper social distancing.
  - HAWM will ensure floor tape or other markers will be used at six-foot intervals where line formation is anticipated.
  - HAWM will provide social distancing floor/seating markings in waiting and reception areas.
  - HAWM will post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- If a classroom has windows that can open, they will be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.
- As able, HAWM will try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.
- As able, “specials” (like art, music, and library) will be brought to the classrooms instead of having students move to different locations.
- HAWM will ensure a flow of foot traffic will be directed in only one direction, if possible. If one-way flow is not possible, hallway will be divided with either side following the same direction.
- Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able.
- HAWM will have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

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

Hope Academy of West Michigan will follow all *strongly recommended and recommended* items identified under the *Screening Students, Staff, and Guests* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines* including:

- HAWM will identify and designate a quarantine area and a staff person to care for children who become ill at school.

- Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will be required to stay home.
- Any parents or guardians entering the building will wash or sanitize hands prior to entry.
- Parents or guardians will not be allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child will be allowed to enter except under extenuating circumstances as determined by school officials.
- Parents or guardians will be encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.
- Parents or guardians will be encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.
- Entrances and exits will be kept separate to keep traffic moving in a single direction.

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

Hope Academy of West Michigan will follow all *strongly recommended and recommended* criteria identified under the *Testing Protocols for Students and Staff and Responding to Positive Cases* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines including:*

- Students who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and will be transported for off-site testing.
- Parents and guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative or have been released from isolation according to CDC guidelines.

- 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 within six feet to the student or staff member) so that they can be quarantined at home. Classmates will be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.
- Parents or guardians will be encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.
- Parents or guardians will be encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.

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

Hope Academy of West Michigan will follow all *strongly recommended and recommended* items identified under the *Responding to Positive Tests Among Staff and Students* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines* including:

- HAWM will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. HAWM will help the local health department by collecting data and contact information of those exposed.
  - HAWM will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- IES employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- When possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Cleaning staff will wear a surgical mask when performing cleaning of these areas along with gloves and face shield.

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

Hope Academy of West Michigan will follow all *strongly recommended and recommended* items identified under the *Food Service, Gathering, and Extracurricular Activities* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines* including:

- Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.
- Classrooms will continue to be used for eating in place, taking into consideration food allergies.
- School-supplied meals will be delivered to classrooms with disposable utensils and/or picked up at the door upon entry/exit from the building.
- HAWM will offer telecasting of assemblies and other school-sanctioned events if able.
- Students and teachers will wash hands before and after every event.
- After-school programs will continue with the use of facial coverings.

### **Athletics**

Hope Academy of West Michigan will follow all *strongly recommended and recommended* items identified under the *Athletics* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines* including:

- Indoor spectator events will be limited to 50 people. Large scale outdoor spectator or stadium events will be limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
- Each participant will use a clearly marked water bottle for individual use. There will be no sharing of this equipment.
  
- Physical conditioning activities will be allowed. Social distancing of six feet between participants will be maintained while indoors and sharing equipment will be avoided.
- Handshakes, fist bumps, and other unnecessary contact will not occur.

## **Cleaning**

Hope Academy of West Michigan will follow all *strongly recommended and recommended* criteria identified under the *Cleaning* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines* including:

- Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. (HAWM does not have a library or computer lab).
- Efforts will be made to minimize sharing of materials between students, as able.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- Athletic equipment will be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- HAWM will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.
- Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.

## **Busing and Student Transportation**

Hope Academy of West Michigan will follow all *strongly recommended and recommended* items identified under the *Busing and Student Transportation* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines* including:

- HAWM does not provide transportation to school. For athletic events, HAWM will contract with Dean's Transportation Services or rent a van from a local rental company. HAWM will collaborate with these service providers to ensure safety protocols are followed.
- HAWM will require the use of hand sanitizer before entering the bus/van. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus.
- HAWM does not own or operate buses and will coordinate with Dean's Transportation to ensure that buses are clean and disinfected regularly. Children will not be present when a vehicle is being cleaned.
- HAWM and/or the contracted service provider will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.

- HAWM will create a plan for getting students home safely from an athletic event if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
- Weather permitting, HAWM will keep windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

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

Hope Academy of West Michigan will follow all *strongly recommended and recommended* items identified under the *Medically Vulnerable Students and Staff heading in MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 5 guidelines including:*

- HAWM will systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- HAWM will create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and will have a plan in place to address requests for alternative learning arrangements or work reassignments.
- Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) will wear an N95 mask at the time of delivery.
- HAWM will enable staff who self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.

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

- All protocols included on page 45 of the Roadmap are identified as “**Recommended.**” Using these protocols as a guide, describe to what extent the Academy will provide on-going mental and social-emotional health services for students.

Hope Academy of West Michigan will follow all *recommended* criteria identified under the *Medically Vulnerable Students and Staff heading in MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 5 guidelines including:*

#### **Academy Narrative:**

Hope Academy is committed to implementing all of the “recommended” *Mental and Social - Emotional Wellbeing* recommendations when the school is open for in-person instruction during Phase 4. At Hope Academy every student experiences a pro-social curriculum as part of their classroom and school experience. This will continue in both the remote learning only Phases 1-3 and during face-to-face instruction in Phases 4-6. Hope Academy is part of Michigan’s Integrated Behavior and Learning Support Initiative and has implemented a Multi-Tiered System of Supports and the PBIS framework for all grades K-12. Teachers are able to review each student’s behavioral health strengths and needs on a regular basis and students in need of



additional support are provided appropriate services in a timely manner. Teams of teachers meet weekly to review behavioral health data and student progress. Families, community partners, and school personnel meet periodically and are in consistent communication about students that are receiving additional support. MTSS and PBIS will remain an active part of the school operations for the 2020-2021 school year.

As part of the MTSS process, Hope Academy uses CICO-SWIS and the Early Warning Indicator (EWI) screening tool to identify and monitor student attendance, behavior, coursework data, and social-emotional learning on a daily or weekly basis for grades 7-12. For students in grades K-12 teachers complete the Student Risk Screening Scale (SRSS) for screening and progress monitoring purposes. This screener identifies both internalized and externalized behaviors in the areas of academics, anxiety, depression/mood, disruptive behavior, and social skills. This screener is given in the Fall, Winter, and Spring and will remain an active part of the school operations for the 2020-2021 school year.

Current guidelines provide staff members a clear protocol for identification of and rapid referral for at-risk students to appropriate building-level support teams, community mental health and wellness resources.

All staff will be trained in social-emotional learning and trauma informed practices to support students and families and promote self-care and resiliency in order to prevent burnout and vicarious trauma. These training sessions are scheduled for August 3, 2020 and August 14, 2020.

A crisis management plan is available that identifies both internal and external community-based resources which can be rapidly activated as needed (e.g., loss of student, loss of parent, loss of school staff member, and/or deportation of family members). In addition, a full-time Parent Engagement Coordinator will work with students and families directly impacted by COVID-19 or any other crisis in areas of food security, housing, employment, access to health services, physical health, and mental health services. This individual will collaborate with school personnel, local public health agencies, and community partners to support all students and families at Hope Academy of West Michigan. Parents will be provided the email address and phone number of a designated staff member to address any mental health concerns resulting from COVID-19, as well as a resource book identifying school and community wellness resources.

Monthly parent meetings will be held to provide training and information to families on issues to support mental health and social-emotional well-being, including understanding normal behavioral response to crisis and loss, best practices of talking through trauma with children, positive self-care strategies that promote health and wellness, and information on Covid-19 safety measures and destigmatization. In addition, Hope Academy of West Michigan will continue to operate the REMIND app, update the school website, and use both email and mail to communicate with parents and guardians through a variety of methods.

## Phase 5 Instruction

- All of the protocols included on pages 46-48 of the Roadmap are identified as “**Recommended.**” Outline the Academy’s plan to deliver instruction during Phase 5 of the Michigan Safe Start Plan and how that plan is different during Phase 4 of the Michigan Safe Start Plan.
- Using the protocols outlined on pages 46-48 as a guide, and incorporating other best practices, address each of the following sub-sections: Governance; Instruction; Communications and Family Supports; and Professional Learning, with particular emphasis on any differences from the Academy’s plans during Phase 4 of the Michigan Safe Start Plan.

### Academy Narrative:

#### Governance

Hope Academy of West Michigan will follow all *recommended* criteria in identified under the *Governance* outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap*, Phase 4 guidelines including:

- HAWM will create a district Return to Instruction and Learning work group led by the building principal, and composed of a students, parents, teachers, and community partners, to:
  - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through surveys and focus groups.
  - Revise the district’s remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
  - Share the district’s remote learning plan will all involve stakeholders in case of return to remote learning.

#### Instruction

Hope Academy of West Michigan is committed to reopening school for face-to -face instruction when it is determined safe to do so as outlined by *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap*. In Phase 4, HAWM will provide in-person instruction in both a traditional and a hybrid model:

**Grades K-5** will return to school for face-to-face instruction on a full-day schedule Monday, Tuesday, Wednesday, Thursday and Friday with all safety protocols in place as long as enrollment numbers permit. Class sizes will not exceed 12-14 students (depending on classroom size) to permit for 6 feet social distancing. If enrollment numbers increase beyond the ability to safely return all students to the classroom full-time, students in grades K-5 will return on a hybrid model as outlined below in the secondary model.

**Grades 6-12** will return to school on a hybrid model to ensure social distancing of six feet in all classrooms. Students will be divided into Session A (7:45 am- 11:45am) and Session B (12:15

am - 4:15 pm) on Monday, Tuesday, Thursday and Friday with all students receiving face-to-face instruction with teachers in all core content areas (ELA, Math, Science and Social Studies). Each secondary student will be enrolled in two online classes using the Edgenuity platform to ensure each student is enrolled in a full-time schedule. On Wednesday, all 6-12 students will work on cross-content project-based activities and Edgenuity courses using an online platform.

**Parent/ Guardian Option:** All parents will be provided the option of enrolling their student in full-time remote learning and/or developing an individualized schedule that best meets the learning needs of their student and/or when feasible, is most supportive of the parents work schedule.

Hope Academy of West Michigan will follow all *recommended* in the area of *Instruction* as outlined in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines including:*

- HAWM will activate a hybrid learning program at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. HAWM will consult MDE for high-quality digital resources.
- HAWM will make expectations clear to school leaders and teachers around hybrid or remote instruction that include:
  - Best practices for blended or remote learning;
  - Grade level proficiencies;
  - Modes of student assessment and feedback;
  - Differentiated support for students;
  - The inclusion of social-emotional learning; and
  - Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- HAWM will set an instructional vision that ensures that:
  - Every student will start the school year with access to grade-level instruction and high-quality, standards-aligned instructional materials in every subject.
  - Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
  - Every student's academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
- HAWM will secure support for students who are transitioning to postsecondary.
- HAWM will implement grade-level curricula that are aligned to Michigan preK-12 standards.
  - HAWM will support teachers to utilize Critical Concepts (Power Standards) that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.

- HAWM will revise students' IEPs, IFSPs, and 504 Plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
  - Commence intervention and support services. Plans will include all programs and learning environments, especially special education birth to five services, and CTE.
  - HAWM will establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. HAWM will consider students' needs around accessibility and provide assistive technologies, where possible.
- HAWM will inventory all intervention programs and services available to students on the district and school level and identify any gaps.
- HAWM will develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

### **Communications and Family Supports**

Hope Academy of West Michigan will follow all *recommended* criteria in the area of *Communication* as outlined in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines including:*

- HAWM will Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, all call, email, home visit) to share:
  - Expectations around their child's return to school;
  - Clear information about schedules and configurations, if hybrid;
  - Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
  - Plans for each of the different school opening scenarios.
- HAWM will provide resources that demonstrate that we value parents as partners in their child's education. Offer family supports that provide families with:
  - Training about how to access and use the school's chosen digital systems and tools;
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;
  - Opportunities to build their digital literacy; and
  - Strategies to support their child's learning at home

### **Professional Learning**

- Provide adequate time for schools and educators to engage in:
  - Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;

- Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;
- Identify students who potentially need additional support; and
- Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
- HAWM will create a plan for professional learning and training, with goals to:
  - Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
  - Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and
  - Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging

### **Instruction**

- HAWM will ensure that every student:
  - Has access to standards-aligned, grade level instruction, including strategies to accelerate student learning;
  - Is assessed to determine student readiness to engage in grade-level content; and
  - Is offered scaffolds and supports to meet their diverse academic and social-emotional needs.
- Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
- Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions. Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.
- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.
- Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
- Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
- Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.
- If hybrid, activate plans to monitor and assess the following:
  - Connectivity and Access:

- Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.

Attendance:

- Develop systems to monitor and track students’ online attendance on a daily basis.
- Student Work:
  - Teachers will assess the quality of student work and provide feedback to students and families.
  - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.

## Phase 5 Operations

- All protocols included on pages 49-52 of the Roadmap are **“Recommended.”** Using these protocols as a guide, describe how the Academy will manage each of the following subsections: Facilities; Budget, Food Service, Enrollment and Staff; Technology; and Transportation, with particular emphasis on any differences from the Academy’s plans during Phase 4 of the Michigan Safe Start Plan.

### Academy Narrative:

Hope Academy of West Michigan will follow all *recommended* criteria under the *Facilities* heading as outlined in *MI Safe Schools: Michigan’s 2020-2021 Return to School Roadmap, Phase 5 guidelines including:*

- HAWM will audit necessary materials and supply chain for cleaning and disinfection supplies.
- HAWM will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
  - Advocate for ISDs to coordinate with LEMPs.
- HAWM will audit any additional facilities that the district may have access to that could be used for learning.
- HAWM will provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
- HAWM will alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
- HAWM will convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- HAWM will provide advanced training for custodial staff.

- Custodial staff will continue deep cleaning over the summer.
- HAWM will audit all school buildings with a focus on:
  - How many classrooms are available;
  - The size of each classroom;
  - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
  - The ventilation in each classroom.
- HAWM will audit school security protocols to decide if any process changes need to be implemented.
- HAWM will ensure school staff follow CDC protocols if interacting with the general public.
- HAWM will maintain facilities for in-person school operations.
  - Check HVAC systems at each building to ensure that they are running efficiently.
  - Air filters will be changed regularly.
  - Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  - HAWM will ensure signage about frequent handwashing, cough etiquette, and nose blowing is widely posted, disseminated, and encouraged through various methods of communication.
  - Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
- School leaders will conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- HAWM will procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low income students, and students with special needs.
- HAWM will procure level-1 surgical masks for cleaning and janitorial staff.
- HAWM will activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff should wear surgical masks when performing cleaning duties.
- HAWM will maintain facilities for resumption of school operations

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

Hope Academy of West Michigan will follow all recommended criteria under the *Budget, Food Service, Enrollment, and Staffing* heading as outlined in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines* including:

- HAWM will assess student arrival protocols. This will include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).
- HAWM will conduct staff and student outreach to understand who is coming back.
  - For staff, this will include a breakdown of the staff – administrators, educators, support staff, school counselors, etc.

- Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).
- For students, this will include those with preexisting conditions who may need a remote learning environment.
- HAWM will assess the need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.
- HAWM will work with Integrity Educational Services (Management Company) to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.
- IES will recruit, interview and hire new staff.
- IES and HAWM will consider redeploying underutilized staff to serve core needs.
- Where possible, and in coordination with IES, HAWM will identify and modify staff positions, that would enable high-risk staff to provide remote services.
- HAWM will communicate any student enrollment or attendance policy changes with school staff and families.
- IES will provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.
- IES and HAWM leadership will seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).
- IES and HAWM leadership will coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.
- IES and HAWM leadership will inventory how many substitute teachers are available.
- HAWM leadership will build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
- HAWM leadership will verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.
- IES will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
- IES will engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- IES will work with school leaders to orient new school staff to any operational changes.
- HAWM leadership will create a master teaching schedule, student and faculty arrival/dismissal schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.
- HAWM leadership will collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.



## **Technology**

Hope Academy of West Michigan will follow all *recommended* criteria identified under the *Technology* heading in *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, Phase 5 guidelines including:*

- HAWM will organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period.
- HAWM will compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.
- HAWM will review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in the district.
- HAWM will continue infrastructure evaluations until all issues are resolved.
- HAWM will identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.

## **Transportation**

Hope Academy of West Michigan does not operate any busing or own any vehicles used for transporting students. As a result, HAWM will not implement any of the *recommended* criteria identified in the transportation section of the *MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap*.



## **COVID-19 Preparedness and Response Plan April 2020**

### **Decision Making Standard**

Ensure delivery of first-class instructional services to students while demonstrating care for team member welfare, reducing the risk of exposure to and spread of COVID-19, and fulfilling our mission and vision.

### **Telework Contingency Plan**

Due to the COVID-19 pandemic, team members may work remotely until further notice as we continue to monitor the situation.

### **Workplace Practices**

If you must visit or are working from a school location or the Central Office, please remember the following workplace practices:

1. Frequent and thorough hand washing. If soap and running water are not immediately available, please use alcohol-based hand rubs containing at least 60% alcohol.
2. If you are sick, please stay home.
3. Please use respiratory etiquette, including covering coughs and sneezes.
4. Please use tissues and place them in trash receptacles.
5. Please use social distancing strategies and stay at least six feet away from other team members.
6. Try not to use other team members' phones, desks, offices, or other work tools and equipment, when possible.
7. Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.



## **Plan to Address Team Member Reports of COVID-19**

**Steps to follow IF a team member has a confirmed case of COVID-19.**

***Do not reveal the individual's identity in any communications.***

1. A Human Resources representative or School Leader will immediately ask the infected individual to leave the building. Ask for, but don't require, a doctor's note.
2. Report situation immediately to Human Resources.
3. Ask the team member to identify who he/she came in contact within the building within the last 10 days.
4. Require all individuals who work in the building with the infected individual to work remotely for 14 days. Encourage exposed individuals to be tested. **Do not disclose the infected individual's identity.**
5. Close the building to all team members for 24-48 hours to allow for proper cleaning of the space.
6. Deep clean and sterilize the building.
7. A Human Resources representative will send a prepared and pre-approved email message to team members informing them that an individual in the building has a confirmed case of COVID-19 and describing the steps the company is taking in response (i.e., require exposed individuals to work remotely for 14 days, evacuate floor/building, deep clean).

**Steps to follow IF a team member has had direct contact within the past 14 days with an individual with a confirmed case of COVID-19 (but does not have it or show signs of sickness).**

***Do not reveal the individual's identity in any communications.***

1. A Human Resources representative or School Leader will immediately ask the infected individual to leave the building and require them to work remotely, if able, for a 14-day period. Encourage exposed individual to be tested.
2. Report situation immediately to Human Resources.
3. Allow individuals working in the building to work remotely for a 14-day period, if desired.



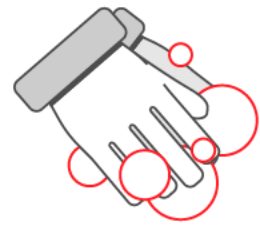
4. A Human Resources representative will send a prepared and pre-approved email message to team members informing them that an individual in the building has been exposed to an individual with a confirmed case of COVID-19 and describing the steps the company is taking in response (i.e., require exposed individuals to work remotely for 14 days, evacuate floor, deep clean).

**Steps to follow IF a team member resides in a household with someone who has been quarantined**

1. The individual is not to report to the office, and if they do, they should be immediately removed.
2. Individual must immediately inform Human Resources of the situation.

# RETURN TO WORK ACTION PLAN

Integrity Educational Services



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# RETURN TO WORK ACTION PLAN

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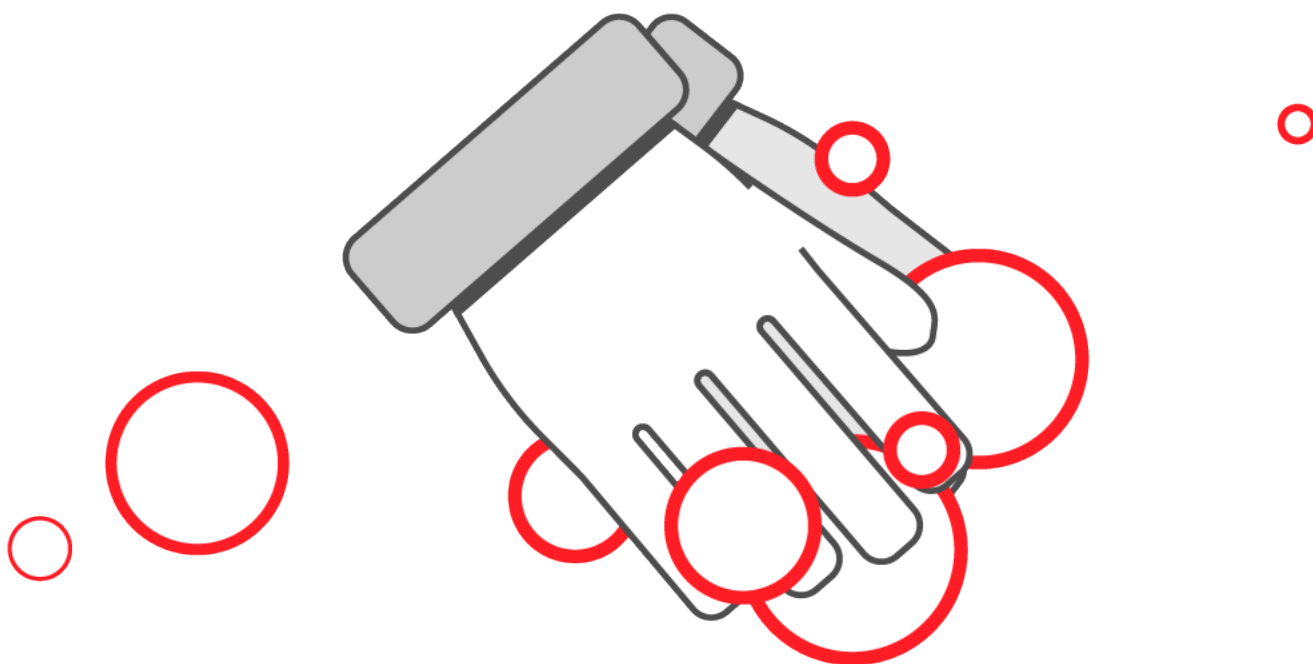
# RETURN TO WORK ACTION PLAN

## Introduction

At Integrity Educational Services (“IES”), it is our priority to keep our team members and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our business. This return to work action plan details how we plan to reopen our business and still keep all of our employees safe to every extent possible. This plan, which pulls from Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of managers and team members, and outlines the steps IES is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it’s up to you and your co-workers to execute on these protocols daily. By releasing this return to work action plan, IES hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our team members as we ask you to return to the schools/offices.

We understand that every team member’s situation is different and encourage those with specific risks or concerns to reach out to HR to discuss alternate arrangements, should they be necessary.



# RETURN TO WORK ACTION PLAN

## Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. IES will continue to monitor applicable state and local guidance and determine next steps for reopening the schools/offices.

At this time, we’ve created a tentative phased approach for asking our team members to return to work. To remain consistent with federal guidance, our phased approach to reopening our office mirrors the guidelines included in the White House’s [Opening Up America Again Guidelines](#).

## School/Office Closure

This is the stage we were in prior to June 1, 2020, as state and local guidance prohibits gatherings of 10 or more people. At this time, our school/office will remain closed to team members, vendors and visitors. Team members who are able to work remotely are asked to continue doing so until further notice.

## Phase One

Under Phase One, the school/office may reopen for team members. We will evaluate whether it is possible to open our school/office and permit a maximum of 10 essential team members to return to work at one time. Social distancing protocols will be put in place and should be followed. However, any other team members who are able to do so should continue to remain home and work remotely. Under Phase One guidance from the government, nonessential travel should be avoided. Business-related travel will not resume under Phase One.

## Phase Two

Under Phase Two, the school/office may reopen to more team members for job roles that are critical to business operations or for team members who are not able to work remotely. Government guidance states that in Phase Two, gatherings of up to 50 people are permitted. As such, we will review our situation, consider opening our school/office and permit a maximum of 50 team members to return to the school/office. IES will observe governmental guidelines related to occupancy and capacity given our school/office’s square footage. Similar to Phase One, team members who are able to work from home and requested to do so by their supervisor, should continue to do so.

Should we reopen our schools/offices in this limited capacity, social distancing protocols will be put in place and workplace modifications may be made to ensure social distancing can be maintained throughout the workday. The following protocols will be put in place to ensure our headcount in the school/office does not exceed 50 team members and to promote social distancing efforts:

- **Staggered and monitored schedules**—IES will implement a tracking system for team members to request and record their attendance in the school/office. Additionally, rotating schedules will be used until all restrictions are lifted to minimize team member contact.
- **Workstation modifications**—IES will modify the office layout to create at least 6 feet of distance between team member workstations, and face-to-face desk layouts will be changed. If necessary, guards or other barriers will be installed.



# RETURN TO WORK ACTION PLAN

- **Prohibition of in-person meetings**—Until all social distancing requirements are lifted, IES bans in-person meetings. Instead, team members should conduct virtual meetings. Team members who are in the office should avoid gathering in groups.

In addition to the protocols mentioned above, IES may implement additional guidance during Phase Two that is designed to promote workplace safety.

Finally, although governmental guidance dictates that nonessential travel may resume under Phase Two, business-related travel will remain banned. A travel approval workflow will be implemented once the majority of states have entered Phase Two of the federal government’s plan. If you have out of State travel scheduled for training, please contact your school leader and HR.

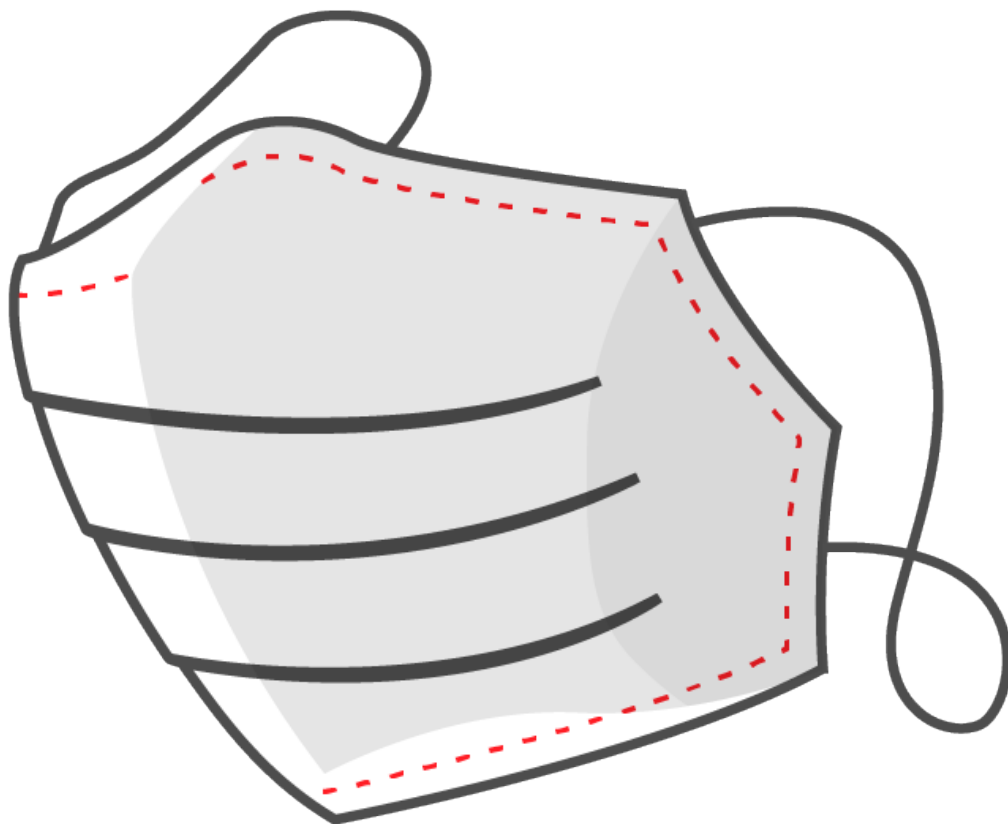
## Phase Three

Under Phase Three, the school/office may reopen to all team members. We will consider reopening the school/office and continue the various protocols outlined in Phases 1 and 2 to ensure the health and safety of our team members. At this phase, we may also consider resuming business-related travel.

## Considerations

It’s important to note that these phases are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should a team member test positive for COVID-19 after the school/office reopens, our plan may change in an effort to protect our team members. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain open or close.

We recognize that each individual will need to make a personal decision as to when he or she is comfortable returning to the school/office based on individual circumstances. Please reach out to HR to discuss your personal situation.



# RETURN TO WORK ACTION PLAN

## Workplace Protocols to Follow When Returning to Work

IES has implemented various workplace protocols designed to preserve the health and safety of our team members as they return to work. This section further explains these protocols. For additional information, please reach out to your supervisor or HR.

### Team Member Screening, Exposure and Confirmed Illness Protocols

Keeping team members safe is our priority. To accomplish this task, we have created various procedures for screening team members who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

#### *Team Member Screening Protocols*

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any team member screening will be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms should only be shared with members of company management with a true need to know.

IES team members may be asked to confirm the status of their health as part of working in the school/office. The company reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. Team members unwilling to complete a screening will be required to work remotely or take appropriate leaves of absence, including unpaid leaves.

#### *COVID-19 Exposure and Confirmed Illness Protocol*

Team members who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, team members should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, team members who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table on the next page are met:

## Return to Work Considerations

# RETURN TO WORK ACTION PLAN

Team member was symptomatic but was not tested for COVID-19.	Team member was tested for COVID-19.
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.</li> <li>• Coughs and other symptoms have improved.</li> <li>• Seven days have passed since they first experienced symptoms.</li> </ul>	<p>The team member may return to work if:</p> <ul style="list-style-type: none"> <li>• They no longer have a fever.</li> <li>• Coughs and other symptoms have improved.</li> <li>• They have received two negative COVID-19 tests in a row.</li> </ul>

When a team member tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, team members who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine for a period of 14 days and work remotely, if possible.

### *Reporting Transparency Protocol*

**Any IES team member who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify HR as soon as practicable.** The team member will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, IES will notify impacted team members if there is a confirmed case of COVID-19 in the workplace. IES may elect to close the school/office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

### *Social Distancing Protocol*

Team members should follow social distancing best practices while at IES's or school facilities, including but not limited to workstations, cafeterias, common areas and office spaces. Specifically, team members are asked to:

- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, engineering or administrative controls will be in place.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility. Team members should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.

# RETURN TO WORK ACTION PLAN

- Disinfect their workspace often.
- Avoid touching their face.
- Avoid nonessential gatherings.
- Stagger lunches to limit the number of individuals in the break room or cafeteria.
- Avoid using common areas.

IES may extend our social distancing guidelines after the office reopens. Please monitor your email and adhere to any additional guidance as it is provided.

## Team Member Health and Safety Protocols

The success of our return to work action plan relies on how well our team members follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to your supervisor or HR immediately.

### *General Team Member Health and Hygiene*

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid touching your eyes, nose and mouth.

To help employees remain healthy, IES has hand sanitizer and disinfecting wipes available throughout the school/office. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that team members wash their hands more frequently than normal. Additionally, building management has instructed the office cleaning crew to disinfect key areas such as faucets and door handles on a daily basis.

In addition, team members are strongly encouraged to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. Team members will provide their own face coverings in accordance with CDC guidelines. It is recommended that team members wear face coverings when entering and exiting the building and when using common areas such as bathrooms, kitchens and the lobby. IES will maintain a small inventory of disposable masks and gloves as a backup to employee-provided PPE. Inventory quantities will be regularly tracked and documented but cannot be guaranteed.

Finally, team members who are feeling sick are asked to stay home from the school/office. Team members who have symptoms of acute respiratory illness, should immediately seek medical attention and follow the guidance of a health care provider. **Team members with symptoms are required to work remotely or take PTO and should notify HR immediately. Team members who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify HR immediately.**

# RETURN TO WORK ACTION PLAN

## *Team Member Mental Health Considerations*

IES understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our team members' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for team members to return to work and are ready to discuss personal situations. Supervisors are aware of mental health considerations during this transition. Team members with concerns regarding their mental health should request additional resources from their supervisor or HR.

## *Cleaning and Disinfecting Protocol*

Team members should do their part to help keep the school/office as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Team members should also avoid using others' workstations, tools and equipment. Additionally, whenever a team member uses a common piece of equipment (e.g., printer or fax machine), it should be wiped down prior to and following use. Proper cleaning and disinfecting supplies will be provided by IES. Team members should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

IES has requested that building management facilitates cleaning of common areas and other frequently touched surfaces throughout the day. The frequency of this cleaning may change depending on the situation.

## *School/Office Procedures*

In addition to the guidance outlined above, IES has implemented the following workplace procedures to be followed until social distancing guidelines are lifted:

- **Deliveries**—IES will set up contactless drop zones for all deliveries, including mail and packages. An assigned contact or contacts will process mail and packages at least three times per week, utilizing gloves. Team members ordering food delivery service will need to instruct drivers to utilize drop off zones for contactless delivery.
- **Visitors**—Until further notice, all nonessential visitors are prohibited and any interviews should be conducted virtually. For business-critical visits (e.g., material deliveries), IES will take steps to safeguard team members and visitors by:
  - Requiring visitors to go directly to their assigned work area without unnecessarily interacting with team members.
  - Requiring visitors to practice social distancing and good hygiene while on-site.
- **Food services**—To ensure the health of team members, all team members will be responsible for bringing their own food and beverage, preferably in a temperature-controlled bag. It is recommended that all dishware be taken home nightly for cleaning in a dishwasher. The company will avoid catering events that allow for cross-contamination.

IES may add to this list of workplace procedures as team members return to work. Team members should monitor workplace communications to ensure they're up to date on all health and safety communications.

# RETURN TO WORK ACTION PLAN

## Conclusion

IES looks forward to the future of our team members returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our team members every step of the way as we consider reopening our business's doors.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each team member's needs and situations will be different as our doors begin to reopen. Team members should discuss any concerns they have about returning to work as it relates to their personal health or situation with HR.

Finally, we ask that team members are patient and understanding of the fact that the COVID-19 pandemic may require our return to work plans to change. Team members will be given as much notice as possible in the event of an unforeseen setback or school/office closure.

Team members should direct questions regarding the content of this action plan to their supervisor or HR. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times. For more information, click [here](#).