

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District:** Great Start Readiness Program- Hope Academy Early Learning Center

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

**District Code Number:** 41926

**Web Address of the District:** [www.kentisd.org](http://www.kentisd.org) & [chillary@hopeacademywm.org](mailto:chillary@hopeacademywm.org)

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

**Name of Authorizing Body (if applicable):** Ferris State University

## Preparedness Plan Introduction

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

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

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

## Preparedness Plan Assurances

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

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

## Preparedness Plan

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

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

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

- Hope Academy Early Childhood Center will provide each student with a distance-learning packet, which will include the following: White board with marker and eraser, scissors, crayons, writing journal, pencils, one dice, number cards, letter cards and a bingo game.
- Resources will be offered based on individual family responses to support families and children through a variety of platforms (i.e. Email, phone, zoom meetings and printed materials).
- The teachers will create a virtual interactive classroom for remote learning. Lessons will be taught daily for 20 minutes using zoom.
- Virtual learning will occur through an appropriate platform (such as Seesaw, Google Classroom, Canvas, etc) that aligns with in-person curriculum. In-person curriculum options include Connect4Learning.
- Teachers will record stories, interactive lessons and games for families to access at their discretion.
- A virtual option will be available at all times and during all phases of the Michigan Safe Start Plan for all families that opt for virtual instruction
- Virtual learning will be able to be accessed through multiple modes of technology (computer, tablet, phone).
- Children’s learning and development will be monitored and assessed using a reliable assessment tool.
- Each GSRP site will have additional rules and regulations according to district plans. This document reflects the minimum standard for GSRP classrooms.
- All sections of this document will be updated as additional guidance from the health department, government, or MDE becomes available.
- When we are in phases 4 or 5 we will bring students back in the building. We will be having an A session that runs from 8am-11am with eight children in the classroom. The B session will run from 12pm- 3pm with eight children in the classroom. A and B sessions will run Monday, Tuesday, Thursday and Fridays. On Wednesdays the teachers will hold individual zoom meetings with kids.
- Individual zoom meetings on Wednesdays will cover curriculum content along with individualized plans to further the growth of each student.
- On Monday, Tuesday, Thursday, and Friday the AM students will be served individual bags for breakfast and lunch. The PM students will be served individual bagged lunch and dinner.

B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- i) All staff and all students in grades preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades 6 and up when in classrooms.
  - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Our plan is as follows:

1. Staff are required to wear masks or face coverings on-site, except during meals or unless face coverings cannot be medically tolerated and a doctor's note is provided.
2. Staff have the option of wearing an additional face shield but it cannot be used in place of a mask.
3. We will provide non-medical grade face coverings to employees if requested.
4. Masks are required for students on the school bus and in the hallway.
5. We will provide non-medical grade face coverings to children if requested.

2. **Hygiene**

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

We 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 and tissues. We will teach and reinforce handwashing with soap and water for at least 20 seconds and our students will wash their hands every two hours.

We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:

1. Staff and children will wash hands often with soap and water for at least 20 seconds.
2. Soap and water are the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff and children should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry. Staff should assist children with hand washing and use of hand sanitizer to ensure proper use and prevent ingestion.
3. Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.

Other policies include:

- Hand washing posters are visibly posted and by sinks and bathrooms.
- Sufficient amounts of hand soap and hand sanitizer will be available in all classrooms and/or Restrooms.
- Restrooms and common areas will be cleaned nightly.
- Restrooms will be cleaned every 2 hours.

We will use the following strategies in our classrooms and facilities to minimize the spread of illness:

1. Where possible, dividing large group spaces to allow more children to safely use the space (e.g., using child sized furniture, such as rolling shelves and/or other furniture, to divide a room and prevent large groups of children playing in the same area).
2. Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together (Large group – assigned spaces on the floor, Tables – spaces between children or extra tables if applicable during meal times).

To limit opportunities for exposure during mealtimes, we will engage in the following recommended practices:

1. Children will be spaced out as much as possible during meal times.
2. Meals will be served in classrooms.
3. We will modify our family-style meal service and have staff plate each child's meal so that multiple children are not touching common items.
4. Staff and children will continue to wash hands before and immediately after children have eaten.

To reduce potential for viral spread during rest time, we will engage in the following recommended practices:

1. Labeling each child's cot/mat so each child uses the same mat. Cots will be cleaned after each use and cleaned again on days without students.
2. Storing each child's bedding in individually labeled bins, cubbies, lockers, or bags.
3. Ensuring that children's rest time mats/cots are spaced out as much as possible (ideally 6 feet apart).
4. When possible, children will be placed head-to-toe (i.e., one child with their head at the top of the mat, the next child over with their head at the bottom of the mat). Cots will be marked with tape to indicate head and toe where children will be taught how to lay.
5. School will provide bedding for children to use in the classroom. Bedding will be brought in clean at the beginning of each week and stored in a child's individual space. Bedding will not be shared between children.

We ask that families and staff follow these guidelines with regard to children's comfort items:

- To avoid these items coming into contact with many children, efforts will be made for these items to be placed in a cubby or bin and be used at rest time only (as much as possible).

### 3. Cleaning

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

#### *Cleaning and Disinfecting Surfaces*

Teachers and/or other designated employees will engage in the following cleaning and disinfecting practices in accordance with CDC recommendations:

1. Use of a schedule for regular cleaning and disinfecting tasks of frequently touched surfaces occurring at least every four hours or before school as well as before and after each meal.
2. Keeping cleaning products secure and out of reach of children, avoiding use near children, and ensuring proper ventilation during use to prevent inhalation of toxic fumes.
3. Use of CDC-recommended disinfectants such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol

4. Cleaning dirty surfaces using detergent or soap and water prior to disinfection.
5. Normal routine cleaning of outdoor spaces, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
6. Custodial staff will wear gloves, surgical mask, and face shield when performing all cleaning activities.

*Cleaning and Disinfecting Toys*

Teachers and/or other designated employees will engage in the following best practices to clean and disinfect toys:

1. We will clean toys frequently, especially items that have been in a child's mouth.
2. We will set aside toys that need to be cleaned (e.g., out of children's reach in a dish pan with soapy water or separate container marked for "soiled toys").
3. We will clean toys with soapy water, rinse them, sanitize them with an EPA-registered disinfectant, rinse again, and air-dry.
4. Any shared clothing or stuffed animals (from dramatic play) will be unavailable for play.

Other policies related to cleaning and disinfecting include:

1. GSRP will use EPA approved registered cleaners to clean and disinfect items. Other natural products such as oils or natural cleaners may not be used.
2. There will be a daily checklist where GSRP team members will sign and date for cleaning items.
3. Teaching teams will be provided a checklist for additional cleaning inside the classroom (light switches, back of chairs, tables, cubbies/locker handles, easels, etc.). Is attached.

Teachers and/or other designated employees will make the following changes to the toys and materials in our classrooms:

1. Toys will be washed and sanitized before being moved from one group of children to another.
2. We will remove toys and objects which cannot be easily cleaned or sanitized between use.
3. Sensory items (water table, playdoh, etc.) will have limited access.

**4. Athletics**

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

N/A

**5. Screening**

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

We will cooperate with the local health department and update our policies and procedures to align with their recommendations. All information below is subject to change at the recommendation of the health department.

- Screening of both staff and students (including temperature checks) must happen at least twice per day for school day programs; once upon arrival and another at midday.

**6. Testing**

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

Students who develop symptoms at school will be sent home. They will be required to get tested and have negative results before returning to school. Administration will contact all family members in contact with the affected student.

We will cooperate with the local health department and update our policies and procedures to align with their recommendations.

### 7. Busing and Student Transportation

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

N/A

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

- We will adhere to the same protocol as described for phase 4
- Virtual instruction will be offered as an option

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

- We will adhere to the same protocol as described for phase 4

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

- We will adhere to the same protocol as described for phase 4
- Class sizes should be kept to the level afforded by necessary spacing decisions.
- In classrooms where tables are utilized, space students as far apart as feasible.

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

We will adhere to the same protocol as described in phase 4.

## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for*



*approval by August 15 or seven days before the first day of school, whichever comes first.*

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

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

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

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

**Name of District/PSA/Nonpublic Leader Submitting Plan: Ashley Karsten**

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

**Date Submitted to State Superintendent and State Treasurer:**