

EAST SHORE LEADERSHIP ACADEMY

COVID-19 PREPAREDNESS AND RESPONSE PLAN

(Executive Order 2020-142 District Preparedness Plan)

Name of District: East Shore Leadership Academy

Address of District: 1403 7th Street, Port Huron, MI 48060

District Code Number: 74900

Building Code Number: 02532

District Contact Person: Deanna Keller

District Contact Person Email Address: dkeller@eastshoreleaders.com

Local Public Health Department: St. Clair County Health Department

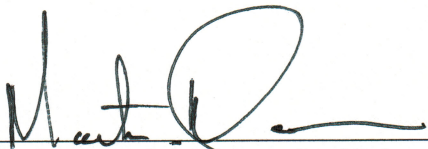
Local Public Health Department Contact Person Email:
amercatante@stclaircounty.org

Web Address of the District: www.eastshoreleaders.com

Name of Intermediate School District: St. Clair County RESA

Name of Authorizing Body (if applicable): Northern Michigan University

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



President of the Board of Directors

8/17/2020

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 Port Huron. 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.

District and Building Implementation Plan:

The district plans to use a hybrid model of instruction using online learning platforms as the primary mode of instruction (i.e. MobyMax, Google Classroom, Khan Academy, Math Expressions). For those students that do not have a device, the district will provide devices in grades K-8. Students without internet access will be offered internet jetpacks to access the internet. In addition, instructional materials will be offered to families. Instructional materials (i.e. paper, pencils, etc.) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom), with an emphasis on continuing to build relationships and maintain connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

For students with technology access, content will be delivered through the online platform, (Google MobyMax, Classroom, Remind, etc.). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons multiple times per week. Instruction packets will be collected weekly during posted business hours.

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. MobyMax). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected each week during meal distribution. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed.

The plan will be communicated through our Remind communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (St. Clair County Community Mental Health, DHHS, St. Clair County RESA supports etc.)

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, (Principal, RESA supports) will reach out to individual students and families to determine what they may need. The principal will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

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 K-8 when on a school bus.
 - ii) All staff and all students in grades K-8 when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grade 5 and up when in classrooms.
 - v) All students in grades kindergarten through grade 4 remain with their classes throughout the school day and do not come into close contact with students in another class.

District and Building Implementation Plan:

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. (August 10 – Sept. 8)
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Aug. 1 - Aug. 30)
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 15)
- Fabric and clear face coverings will be provided to K-8 teachers
- Fabric face coverings will be washed daily by parents and school staff

- Individuals (staff or students) who claim medical exemption will need to meet with the principal and provide the necessary medical documentation
- Exempted individuals will be recorded in a master database within the school
- K-4 students will not be required to wear a face covering within the classroom unless they come into contact with students in another class.
- Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation.
- Facial coverings must always be worn in hallways and common areas by PreK-12 students in the building.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continue removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator or designee.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

b. Which of the strongly recommendations for face covering protocols within the *Return to School Roadmap* (p.22) do you plan to implement, and which do you plan to exclude?

District and Building will not Implement the following items:

- Facial coverings should be considered for K-5 students and students with special needs in the classrooms.
- Facial coverings should be considered for prek students and students with special needs in hallways and common areas.

2. Hygiene

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

District and Building Implementation Plan:

Implementation of all required and strongly recommended items

- Every classroom and throughout the building will be supplied with a fixed or portable sanitizing station.

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted for;
 - Hand-washing schedule every 2-3 hours
 - Room and materials cleaning schedule
- Teacher or school nurse will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, and web pages. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will;
 - Procure adequate soap, hand sanitizer, paper towels, tissues by August 1, November 20, February 20, and May 20
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
 - Monitor hygiene supplies and refill as needed daily
 - Procure hand sanitizing stations
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and posted to the school website and school mailing.

3. Cleaning

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

District and Building Implementation Plan:

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for usage in different floors.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas (including light switches, doors, benches, bathrooms) at 7:00 a.m., 10:00 a.m. 1:00 p.m., 4:00 p.m. and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning

supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.

- Classroom teachers in K-8 will wipe down the desks each time students exit the room with EPA-approved disinfectant. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- Playground equipment will be cleaned twice a week.
- A training on cleaning materials and protocols will be provided to the staff through a virtual or in-person meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Athletics

District and Building does not have athletics.

5. Screening

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

District and Building Implementation Plan:

Implementation of all required and strongly recommended items

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.
- Each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE including face shields, N95 masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, and log sheets.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self-assessment using CertiClear prior to coming to work and verifying they are safe to work.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the CertiClear app screening process and contact the school Principal.

BEC will monitor this and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.

- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

6. Testing

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

District and Building Implementation Plan:

Implementation of all required and strongly recommended items

Screening Students and Staff

East Shore Leadership Academy will cooperate with the St Clair County Health Department regarding implementing protocols for screening students and staff. Students and Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing. Symptomatic students and staff sent home from school should 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. Administration will notify any close contacts so that they can be quarantined for 14 days at home. Testing is recommended for those that develop any COVID-19 related symptoms. Immediate efforts will be made to contact any close contacts (those that spent more than 15 min. less than 6 feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms are required to complete testing.

Testing Protocols for Students and Staff and Responding to Positive Cases

East Shore Leadership Academy will cooperate with the St Clair County Health Department regarding implementing protocols for screening students and staff. Each hospitality area in both buildings will have an office area that is designated as a quarantine area and our hospitality staff will care for students who become ill at school. Students who become ill with symptoms of COVID-19 at school will be placed in the designated quarantine area with a mask in place until they are picked up. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to the CDC guidelines. Staff supervising symptomatic students will have a face mask and face shield for protection until their guardian picks them up. All staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If the staff member exhibits any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, the staff member should stay home.

Testing Protocols for Students and Staff and Responding to Positive Cases

East Shore Leadership Academy will cooperate with the St Clair County Health Department regarding implementing protocols for screening students and staff. Students and Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site

testing. Symptomatic students and staff sent home from school should 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 positive cases of COVID-19 in the school. Administration will notify any close contacts so that they can be quarantined for 14 days at home. Testing is recommended for those that develop any COVID-19 related symptoms. Immediate efforts will be made to contact any close contacts (those that spent more than 15 min. less than 6 feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms are required to complete testing.

Responding to Positive Tests Among Staff and Students

East Shore Leadership Academy will cooperate with the local public health department if a confirmed case of COVID-19 is identified. Contact information will be collected for any close contacts of the individual from two days before he or she showed symptoms to the time when he or she was last present at the school. Administration 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. Employees with a confirmed case of COVID-19 should only return to work after they are no longer infectious. Cleaning staff will be wearing a mask/facial covering and gloves when cleaning these areas. East Shore Leadership Academy will provide staff with guidance on confidentiality laws that protect staff and students' health information.

7. Busing and Student Transportation

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

District and Building Implementation Plan:

- Contact will be made to all transportation companies that support the district to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A breakdown of the aforementioned items will be presented in all RFP's to the contracting companies to ensure that they can comply with the items required.
- District will require the use of hand sanitizer before entering the bus. Contracting companies will supply hand sanitizer.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Where a situation arises where it is not safe for the bus driver to where the facial coverings, the district will assess the situation on a case-by-case basis with local public health officials.
- After every route, the transportation vehicles will be cleaned and disinfected.
- Car seats, wheelchairs, walkers, and adaptive equipment that are transported to schools daily will be cleaned, sanitized, and disinfected.
- 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 must not use group transportation to return home. Parents will be notified that the student will need to be picked up.
- If a driver becomes sick during the day, they must not return to drive students. Contracting company will secure an alternative driver.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

8. Medically Vulnerable Students and Staff

District and Building Implementation Plan:

- Systematically review all current plans (e.g. Individual Healthcare Plans, Individual Education Programs, Individualized Family Services Plans, or 504 Plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- 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 to address requests for alternative learning arrangements or work assignments.

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.

ESLA will follow the recommend and strongly recommended protocols from *the Return to School Road Map* during Phase 5.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 10, 2020

Link to the Board Meeting Minutes <https://www.eastshoreleaders.com/about/#toggle-id-2>

Link to the approved Plan posted on the school website: www.eastshoreleaders.com

The Preparedness Plan will be collected by the authorizing body for public school academy by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan: Nancy J. Gardner, Superintendent

Date Received by NMU: August 3, 2020