

**RESOLUTION APPROVING THE COVID-19 PREPAREDNESS AND RESPONSE
PLAN (“PREPAREDNESS PLAN”) AND APPROVAL OF CHARTER CONTRACT
AMENDMENT**

Commonwealth Community Development Academy (the “Academy”)

A regular meeting of the Academy Board of Directors was held on the 3rd day of August, 2020, at 6:00 p.m.

The meeting was called to order at 6:08 p.m. by Board Member President Solomon Spann,

III:

Present: Solomon, Spann, III, Curtis Robinson, Cynthia Smith, Grace Vereen, Pamela Theriot

Absent: Ottowai Hamme IV

The following preamble and resolution were offered by Board Member Curtis Robinson and supported by Board Member Grace Vereen:

BACKGROUND

On June 30, 2020, in response to the novel coronavirus (COVID-19) pandemic affecting our state, Governor Gretchen Whitmer issued Executive Order 2020-142 (the “Order”) that, provides a structure to support all schools in Michigan as they plan for a return of preK-12 education in the fall. Under the order, all schools must adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. Under the Order and the Michigan Safe Schools: Michigan’s 2020-2021 Return to School Roadmap developed by the COVID-19 Task Force on Education Return to School Advisory Council (“Return to School Roadmap”), Schools retain flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.

Acting under the Michigan Constitution of 1963 and Michigan law, the Order and the Return to School Roadmap state:

1. Coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security Act will be provided and may be used to aid in developing, adopting, and following a COVID-19 Preparedness Plan under section 2 of the Order.
2. Every school must develop and adopt a Preparedness Plan that is informed by the Return to School Roadmap.
3. By August 15, 2020 or seven days before the start of the school year for students, whichever comes first: the Academy Board must approve its Preparedness Plan.
4. By August 17, 2020, the Academy’s authorizing body must collect the Preparedness Plan and transmit such plan to the Superintendent and to the State Treasurer.
5. By August 17, 2020, the Academy must prominently post its approved Preparedness Plan on the Academy’s website home page.

The Academy Board of Directors ("Academy Board") is required to approve the Academy's Preparedness Plan and approve the Academy's Preparedness Plan as a charter contract ("Contract") amendment.

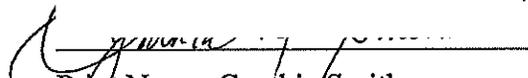
THE ACADEMY BOARD THEREFORE RESOLVES THAT:

1. The Academy's Preparedness Plan is approved by the Academy Board.
2. The Preparedness Plan is approved by the Academy Board as the COVID-19 Preparedness Plan Amendment to the Contract. This Contract amendment shall remain in effect as long as The Preparedness Plan remains in effect.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.
4. The Academy will deliver from time to time such information regarding the implementation of the Academy's Preparedness Plan as the Authorizer or Michigan Department of Education may reasonably request.
5. Any Board policies or provision of Board policies that prohibit or impede the Academy's compliance with The Preparedness Plan or Executive Order 2020-142 are temporarily waived, suspended or altered.
6. Any actions or actions taken by authorized Academy representatives in the development, submission and implementation of The Preparedness Plan are (to the extent such actions or actions are not inconsistent with the delegation of authority provided under this resolution) ratified and confirmed in all respects.
7. This Resolution shall take immediate effect and continue through the end of the state of emergency and disaster declared in Executive Order 2020-127 and any subsequent executive order declaring a state of emergency or disaster in response to COVID-19 or the end of the 2020-2021 school year, whichever is sooner.

Ayes: 5

Nays: 0

Resolution declared adopted.


Print Name: Cynthia Smith

Secretary, Academy Board

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Name of District: Commonwealth Community Development Academy

Address of District: 13477 Eureka, Detroit, MI 48212

District Code Number: 82919

Web Address of the District: www.cwdacademy.com

Name of Intermediate School District: Wayne RESA ISD

Name of Authorizing Body (if applicable): Eastern Michigan 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.

District and Building Implementation Plan:

During Phases 1, 2 and 3 NOONE was allowed entry into the building. First Response packed and distributed meals and assignments on a weekly basis. All instruction was provided via Zoom or over the telephone.

In Phase 4, Commonwealth Community Development Academy will offer a hybrid model of instruction face-to-face with an APPOINTMENT ONLY designed schedule **or** using online instruction through digital learning platforms (i.e. Zoom, Google Classroom, Flocabulary, Kids Discover, Science Buddies and Spelling/Vocabulary City) to support instruction along with weekly paper packets or workbooks from curriculum materials. Students eligible for face-to-face instruction by appointment must pass daily screening protocols and have low risk for exposure to contaminated individuals. Additionally, eligible students must be **without** underlying health conditions and demonstrate willingness to comply with safety regulations such as wearing a mask at all times and practicing social distance standards. Class sizes will be reduced to allow space for social distance and ventilation. Workstation dividers will be provided to clearly define the boundaries students have without impeding the space of peers. Bathroom privileges will be utilized on an as needed basis to prevent crowding in common spaces.

For those students who do not have a device with internet access, the district will provide devices in grades K-8. Devices will be provided for students in grades K-2 that do not have access to them at home, to the extent feasible. Students without devices or internet access will have access to instructional materials through a weekly instructional packet and phone conferences with teachers. WIFI hotspots will be made available to homes without any internet access. Instructional materials (i.e. paper, pencils, task examples, etc) will be made available to families that do not have them. All students will have access to grade-level course textbooks, workbooks and 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 regular contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, and US Postal Mail) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform

(i.e. Zoom or Google Classroom), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, a device will be provided by Commonwealth Academy. 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 Classroom or Zoom). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided during meal distribution. Packets will be mailed or delivered to the student if they do not participate in meal distribution and are not available to receive documents at the address on file with the school.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Google classroom) 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 assignments 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. If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our School Messenger communication platform, via email, US Postal mail and the school website. 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 or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (School Social Worker, DHHS, ISD supports etc.)

Students with IEP service needs will continue their normal service plans through digital face-to-face sessions on Zoom.

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, counselors (school counselor, ISD supports) will reach out to individual students and families to determine what they may need. The counselors 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.

FOOD SERVICE PROTOCOLS:

Students in grades 3-8 will consume meals in the classroom. Desks are spaced 6 ft. apart and will be sanitized prior to receiving meals. Students in grades K-2 will be served in the cafeteria, one class at a time, and will abide by social distancing rules. Face masks will be worn until students are seated and ready to consume meals. Handwashing protocols will be followed prior to food consumption. Meal times will be staggered based on seating arrangements for 24 students per 30 minute session.

MENTAL & SOCIAL-EMOTIONAL HEALTH

Mental Health activities and exercises are embedded in the Summer Bridge/Summer Fit workbooks and also require physical activities and brain boosters. During communication with students, teachers will engage in specific questions to detect completion of such activities and whether or not students are maintaining healthy well-being. Referrals will be made to the school Social Worker and/or the Intervention Nurse Specialist available through our DMC Community Outreach resources. Contact information will be made available in all of the communication resources as mentioned afore. When possible, group chats will be held to promote social wellness among peers. Additionally we will continue to reinforce social and emotional needs through our continued SFA curriculum, Getting Along Together weekly goals and weekly activities as outlined in our Building Healthy Community Curriculum.

During meal distribution and telephone calls to schedule pickups and drop offs, staff members will assess parent well-being also. Referrals will be made accordingly to agencies that best match the needs of each family.

Sessions are being scheduled through Zoom to work with students and assess their mental & social-emotional health and reinforce strategies to cope with pandemic constraints.

- 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-8 when on a school bus.
 - ii) All staff and all students in grades preK-8 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.

District and Building Implementation Plan:

Commonwealth Community Development Academy will offer a hybrid model of instruction face-to-face with an APPOINTMENT ONLY designed schedule **or** using online instruction through

digital learning platforms (i.e. Zoom, Google Classroom, Flocabulary, Kids Discover, Science Buddies and Spelling/Vocabulary City) to support instruction along with weekly paper packets or workbooks from curriculum materials.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. (Aug. 1 - Aug. 30)
- Students and 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)
- Parents will not be permitted into the building unless there are extenuating circumstances which would require the presence of a parent. Face covering, the use of hand sanitizer and 6ft. Social distancing will be required if a parent is permitted to enter the building.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 15)
- Face coverings will be ordered and provided to every student and staff member. Disposable face masks will be available to individuals without a face covering. These will be placed on busses and in the classrooms every evening by the custodial and transportation staff. (Delivery taken by Aug. 15)
- Clear face coverings will be provided to preK-5 teachers with the requirement to wear the clear mask during instruction. Any other staff member may also request a clear face covering if they so choose. (Delivery taken by Aug. 15)
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. (Begins Aug. 15 and continues throughout the school year)
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.
- K-5 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close (2 feet or less) proximity to other students.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in MiSTAR.
- 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. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters

will be relayed to the building administration for review and decisive action.

2. Hygiene

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

District and Building Implementation Plan:

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

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 wings. I.e. Supply closet in main building and all 4 modular buildings, gym storage room, custodial closet, and the kitchen supply cabinet.
- 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 every 2 hours 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, dance studio 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 will facilitate a wipe down activity with the students to sanitize student work stations prior to students exiting the room at the elementary or after every period at the secondary level 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 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

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

District and Building Implementation Plan:

- All athletic programming will be suspended until the region has maintained Phase V status for at least 28 consecutive days. At that point, consideration for resuming athletics for the next available sports season (fall, winter, spring) will be made. (Budgetary priorities for core instruction and safety as well as inability to adequately train, clean/disinfect equipment, safely transport students, and monitor spectator and competitor compliance contributed to this decision.)

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:

- 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 gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, and log sheets.
- 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 15-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.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a verification form that they are safe to work. This will include taking their temperature and reporting this daily on the verification form when entering the designated employee entrance.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the verification form as well as through voice communication via telephone. The school health designee or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. 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:

- All staff and students will undergo screening prior to admittance into the building. Students participating in the transportation program must pass temperature screen and have no visible symptoms related to COVID-19 prior to admittance onto the bus.
- Temperature must not be higher than 99 degrees to gain admittance.
- All individuals must complete verification form confirming clearance from possible contamination due to coming into close proximity with others.

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:

Provided the district has reached Phase V and students are permitted in the building, the following guidelines will be followed:

- A weekly meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for level IV and discuss concerns or issues arising.
- Procedures for sanitation are being prepared to address the cleaning, sanitizing and professional development that is needed for the fleet.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- The transportation supervisor will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- Begin the ordering of hand sanitizer and supplies in which to brace/mount the hand sanitizer at the entrance of each bus.
- An ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs will be maintained for a period of 90 days.
- Plexiglass shields will be installed to protect the driver.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- An assigned adult bus aide, trained in student management techniques and implicit bias training will be assigned to each bus run in addition to the driver. This bus aide will sit in the front of the bus facing toward the passengers to monitor behavior and assigned seating regulations.
- Communication will be sent out regularly to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless "It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering."
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped. (Identify district and contracting criteria under which this would be required at a temperature of 70 degrees and with no precipitation).

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

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

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

Realizing that the “Required” items in Phase IV have been reclassified to “Strongly Recommended” items in Phase V, all Phase IV protocols will remain in place for safety purposes. However, the district will begin transitioning students back into the building. Transitioning into the building will begin after data trends reflect stable patterns for a minimum of 30 consecutive days AND the State congregational has entered Phase V. Transitioning from digitized instruction while students shelter in place to live instruction in the building will be completed in phases. Re-entry to live instruction will occur once parents and students have: 1. completed questionnaire forms regarding potential exposure to the virus; 2. Participated in a social-emotional self-assessment and awareness training with school Social Worker and/or the Intervention Nurse Specialist available through our DMC Community Outreach resource.

Basic health screenings such as temperature checks will remain in effect, however, temperatures must be below 100 degrees. Both staff and students will continue to wear protective face coverings in common areas and while remaining seated in the classroom. Students who remain seated AND use their privacy screens will be permitted a brief break from wearing face masks. The use of handwashing and hand sanitizer will continue to be promoted with high frequency. Staff members responsible for cleaning high frequency touch areas will wear gloves and face shields while performing such tasks. All other requirements of phase IV will remain in place. Serving and cafeteria staff will continue to use face shields, masks and gloves while remaining behind protective barriers.

ATHLETICS

With the order to reinstate athletics, students will be required to follow the distancing guidelines relative to the sport and to maintain hygiene standards consistent with regulations. Spectators will be limited to 50. Equipment must be disinfected after each use. Buses, when used to transport athletes will be disinfected after each use.

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*.

N/A

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**.

There are no omitted recommendations from the highly recommended protocols of 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: August 3, 2020

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

https://docs.google.com/document/d/1wJDxbVjyP_vRT2Ufb8nG2KmmDGFxCcvmVzvWLvYdri0/edit?usp=sharing



Solomon Spann, III, Board President

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

[.http://www.cwdacademy.com/](http://www.cwdacademy.com/)

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 Leader Submitting Plan:



Mrs. Angela D. Moore, Superintendent/Principal

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 3, 2020

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