



## **Flat River Academy COVID-19 Preparedness and Response Plan**

Address of School District: 9481 Jordan Rd. Greenville, Michigan 48838

District Code Number: 41911

Building Code Number(s): 09302

District Contact Person: Hilary Karnatz

District Contact Person Email Address: [hkarnatz@flatriveracademy.org](mailto:hkarnatz@flatriveracademy.org)

Local Public Health Department: Mid-Michigan Health Department - Marcus Cheatham, PhD

Local Public Health Department Contact Person Email Address: [mcheatham@mmdhd.org](mailto:mcheatham@mmdhd.org)

Name of Intermediate School District: Montcalm ISD

Name of Authorizing Body: Saginaw Valley State University

Date of Adoption by Board of Directors: July 21, 2020



### Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

Jason Olvera  
President of the Board of Directors

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Date July 21, 2020



## **Introduction and Overview**

Flat River Academy is committed to providing an excellent and equitable education for all students. Located in Greenville, Michigan, our charter school serves 120 students in kindergarten through 8<sup>th</sup> grade. We believe that an excellent education includes a high-quality curriculum, hands-on learning, differentiated instruction taught by a qualified and dedicated educator in a safe and comfortable environment. In keeping with these important factors, Flat River Academy prioritized aspects of our Preparedness Plan to emphasize access, equity, and quality assurance. This plan was developed in collaboration with all stakeholders. Since

March, Flat River Academy maintained open lines of communication with teachers, staff members, school board members, students, parents and the community. We regularly checked in through emails, phone calls and surveys to guide our remote learning and plan for the future. Through these methods we found that our teachers and staff, along with most parents, wanted in-person schooling this fall. An initial proposed plan was developed with teachers, staff and a volunteer school board member. These plans were then released to the community via a video presentation for public feedback. Community members were invited to share comments and ask questions about the proposed plan. Parents and community members were also encouraged to attend a special board meeting held on July 21<sup>st</sup> 2020 to discuss and share ideas about the proposed plan. All comments and questions were heard by the board and addressed. The board approved the Preparedness Plan with consideration of all stakeholders.



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

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

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

- Flat River Academy will be closed for in-person instruction in phases 1-3.

#### **Spacing and Movement**

- Flat River Academy will be closed for in-person instruction in phases 1-3.
- Flat River Academy may provide emergency childcare to essential workers. Childcare workers will follow all emergency protocols identified by the state.
- Flat River Academy employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction.

#### **Screening Students**

- Flat River Academy will be closed for in-person instruction in phases 1-3.

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

- Flat River Academy will be closed for in-person instruction in phases 1-3.

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

- Flat River Academy will continue to provide free breakfast and lunch for each school day. Food will be distributed limited days of the week with multiple meals distributed at each session. A sign-up for families will indicate if they would like to pick up meals or have them delivered. Meals will be delivered to families that need this service to receive adequate food.
- All inter-school activities are discontinued.
- After-school activities are suspended.

#### **Cleaning**

- Flat River Academy will be closed for in-person instruction in phases 1-3.
- Flat River Academy will continue to have the building cleaned as regularly scheduled with additional disinfection and sanitizing as recommended by the CDC to ensure the maintenance of the school and for the safety of essential staff and childcare in the building.



### **Busing and Student Transportation**

- All busing operations are suspended with the exception of meals delivery to those that need this service to obtain adequate food. No students will be transported on the school's buses. Only essential staff needed to complete food delivery will be allowed on school buses.

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

- Flat River Academy will implement a mental health screening for all students by a trained professional. The screening will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Flat River Academy has established communication guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams. Teachers and staff members will report all students deemed to be at-risk to both the principal and Social worker for follow-up, additional support and monitoring.
- Flat River Academy staff will receive ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Flat River Academy will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources. Resources for students, staff and families will be made available on the school's website and also through phone and email to assist with crisis care. Resources listed will be from a variety of sources which may include: local community resources, state resources, mental health supports, online supports, school supports and local ISD supports.
- Flat River Academy has established ongoing reporting protocols for school staff to evaluate physical and mental health status. Which includes check-ins for staff members that remain at home during phases 1-3 and screenings for staff that enter the building to conduct essential work for the school.
- Flat River Academy will provide resources for staff self-care, including resiliency strategies.
- Flat River Academy has designated our school principal and social worker to act as Mental Health Liaisons to work across the school and coordinate with public health agencies and community partners.
- Flat River Academy will use MDE resources for student and staff mental health and wellness support.
- Flat River Academy will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 This will include (but not limited to): social media, website, email and school board meetings.



- Flat River Academy will communicate with parents and guardians, via variety of channels, return to school transition information through Return to Learn videos and resources that will be available on the schools website along with information in our school’s back to school folder. This will include information regarding:
  - Destigmatization of COVID-19.
  - Understanding normal behavioral response to crises.
  - General best practices of talking through trauma with children.
  - Positive self-care strategies that promote health and wellness.

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

### **Governance**

- Flat River Academy has a Return to Instruction and Learning working group, led by the Principal and includes teachers, staff members, parents and at least 1 member of the school board present. This group has and will:
  - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
  - Revise the district’s remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
  - Share the district’s remote learning plan with all involved stakeholders.

### **Remote Instruction**

- Flat River Academy’s remote learning plan has been revised based on feedback and input from school leaders, educators, families, and students.
- This plan will be distributed to all involved stakeholders in their home language.
- There will be ongoing check-ins and surveys to provide opportunities for ongoing feedback.
- Flat River Academy staff will collaboratively determine remote learning programs to be used and will continue to deliver our current standards-aligned curricula and high-quality instructional materials to students at home. Flat River Academy will work with the curriculum’s creators to determine effective tools to support remote learning at home.
- Flat River Academy will use Google Classroom to manage and integrate synchronous and asynchronous learning and utilize best practices that promote student engagement, consistency, and differentiation.
- Flat River Academy will assess every student in grades K-8 during the first few weeks of school, using NWEA and other diagnostic, or formative assessments (such as DIBELS)



that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.

- Flat River Academy will review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly. Flat River Academy will develop of Continuity of Learning Plan for each student with an IEP or 504 plan to meet each students' unique needs in the event remote learning takes place.
  - Flat River Academy will provide online intervention and support services.
  - This will include structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- Flat River Academy will create checkpoints between teachers and the principal around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional support.
- Flat River Academy will continue to provide intervention and additional academic support to at-risk students.
- Flat River Academy will remain connected with MDE about policies and guidance.
- Flat River Academy will develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers. Students will still receive these service, but in a virtual format.

### **Communication & Family Supports**

- Flat River Academy will ensure that communication is available to reach every family and student in their home language through multiple modes: phone call and/or email, letters, video, social media, website to share:
  - Expectations around the duration of the closure and reopening;
  - Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and
  - Training on accessing and using the school's digital systems and tools, and workshops for families to build digital literacy.

### **Professional Learning**

- Flat River Academy will continue to provide professional learning and training through virtual modes for educators to:



- Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
- Share knowledge, continuously learn, and exchange ideas, successes and failures around remote learning;
- Share information and data about students' assessment results, progress, and completed assignments;
- Learn how to use the school's digital systems and tools appropriately and sustainably; and
- Build capacity around high-quality remote learning.

### **Monitoring**

- Activate plans to monitor and assess the following:
  - Connectivity and Access:
    - Flat River Academy is located in a rural area. Some of our students may experience inequities in their ability to access the internet. Flat River Academy will work to reduce this inequity by:
    - Ensuring that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
    - Flat River Academy will assign every student in K-8<sup>th</sup> grade a Chromebook. These Chromebooks will be distributed to ALL students for remote learning in phases 1-3.
    - Flat River Academy will conduct check-ins throughout the school year to identify students with limited or no internet to develop a plan for students that are not able to reliably connect to the internet. This plan may include: designated area where the student can travel to access the internet (i.e. – school parking lot) or distribution of hot-spots, support in enrolling in a discounted internet provider program. Flat River Academy will work with families to inform them of resources such as reduced-rate internet access and accessibility options.
  - Attendance:
    - Develop systems to monitor and track students' online attendance on a daily basis.
    - Flat River Academy teachers will monitor attendance of online lessons and completion of online work daily. This will be reported on a spreadsheet for each class.
  - Student Work:
    - Teachers will assess the quality of student work and provide feedback to students and families.
    - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.





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

### **Facilities**

- Flat River Academy will audit necessary materials and supply chain for cleaning and disinfection supplies.
- Flat River Academy will continue to maintain schools in good working order to prepare for the subsequent return of students.
- Flat River Academy execute school cleaning and disinfection protocols according to the CDC School Decision Tree.
- Custodial staff will wear surgical masks when performing cleaning duties.
- Flat River Academy will create a contingency plan to coordinate the use of school buildings for essential actions including elections, food distribution, and child care, for essential workers.
- Flat River Academy will coordinate with Local Emergency Management Programs (LEMP) and/or other resources for support with procurement of cleaning and disinfection supplies.

### **Technology**

- Flat River Academy will survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.
- Flat River Academy has designated the school's principal as the single point of contact in each school to plan and communicate with district technology teams.
- Flat River Academy will develop a district technology plan. Flat River Academy will provide training and support for educators to adapt remote learning for the classroom. This will include:
  - Google Classroom
  - Skyward SMS
  - Online engagement
  - Curriculum specific supports
- The school's principal will act as the technology leader and ensure that parents and teachers have contact information to receive support including providing technology support to families.
- Flat River Academy has developed district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures include:
  - Safely bagging devices collected at schools;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Ordering accessories that may be needed over the summer; and



- Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
- Flat River Academy will develop on-site triage of staff and student devices to minimize the time that staff may be without a device.
  - Devices will be swapped out if the repair cannot be immediately addressed
- Flat River Academy infrastructure will receive ongoing evaluation to ensure WiFi and connectivity is functioning properly.
- Flat River Academy will develop a technology support plan for families. – Families should contact the principal for support regarding technology.
- Flat River Academy will continue to monitor device usage and compliance with online learning programs.
- Flat River Academy will provide support and instruction to students and families to ensure that students can submit assignments and be evaluated accordingly.
- Flat River Academy will schedule ongoing staff training on platforms and tools.
- Flat River Academy has reviewed and updates (and may do so again as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.
- Flat River Academy will ensure every student has access to the appropriate technology and connectivity needed to continue learning.

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

- Flat River Academy will provide instructional resources and materials to staff and students as feasible.
- Flat River Academy will work with MDE to understand flexibility with hiring and develop a plan to govern hiring in a remote environment.
- Flat River Academy will ensure a plan for nutrition services and student meals is in place. Flat River Academy will continue to provide free breakfast and lunch to all students and deliver to students unable to pick up meals.
- Flat River Academy has solidified food service processes, device distribution, delivery sites, and communication plans as necessary.
  - Devices and meals can either be picked up at the school or delivered via bus depending on the needs of the family.
- Flat River Academy will define logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.
  - Students are expected to attend remote learning activities every school day unless they are ill.
  - If a child is sick, parents are expect to report the child as absent.



- Students in K-5<sup>th</sup> should expect to complete 3-5 hours of remote learning each day (this includes both online lessons, programs, reading and offline assignments.)
- Students in 6<sup>th</sup>-8<sup>th</sup> grade should expect to complete 4-6 hours of remote learning each day (this includes both online lessons, programs, reading and offline assignments.)

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

### **Phase 4 Safety Protocols**

#### **Personal Protective Equipment**

The Academy will ensure compliance with the Personal Protective Equipment protocols identified as “**Required**” on page 22 of the Roadmap, including when and where staff and students are required to wear facial coverings.

- Bus drivers will check students’ temperatures and ensure each student, who can medically tolerate one, has a facial covering upon students boarding the bus. Students showing a temperature above 100.4 degrees, will not be allowed to board the bus and parents will be contacted. Students who are dropped off by parents will be temperature checked and check for facial covering, if medically tolerated, before they exit the car. Facial masks will be available on school busses as well as at the front door of the school for any student, staff member, or visitor in need of a mask.
- The Academy will have Mask Exempt Forms available for parents and staff to fill out who can not medically tolerate facial covering or if the mask causes a communication barrier that impedes learning. Parents and students will not need to divulge their disability, but will need to indicate the reason for not wearing a face mask. These students and staff may wear a full-cover face shield in place of a mask. If a student or staff member indicates they can not medically tolerate a mask or face shield, then a doctor’s note will be required to be exempt from the facial covering requirement.
- Teacher in grades 6-8 will be responsible to ensure facial coverings are worn by all students who can medically tolerate them in their classroom and in the hallways.
- All students in grades K-5 will remain with their classes throughout the school day and will not be required to wear a mask in the classroom. However, teachers will ensure all K-5 students will be required to wear a facial covering when in the hallway unless they cannot medically tolerate facial coverings.
- The Academy will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504



plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

- Staff who refuse to wear a facial covering, and do not provide medical documentation that they can not medically tolerate facial coverings, will be asked to leave the building and it will be considered a voluntary termination.
- Students who refuse to wear facial covers, and do not have medical documentation that they cannot medically tolerate facial coverings on file with the school, will be encouraged to comply to the Academy's facial covering policy. If students refuse to wear a facial covering after being encouraged to wear one, they will be sent home for the day and will be required to attend "facial covering safety training" with their parents before they may return. Students who continue to refuse to wear facial coverings or remove their facial covering after safety training are out of compliance with the school's code of conduct and may be required to appear before the board
- Flat River Academy will offer full - . students/families and staff to self-identify as high-risk for severe illness due to COVID-19 a Families/staff may contact the school principal if they self-identify as high-risk for severe illness due to COVID-19 request reasonable accommodations to be made within the school. However, because of the small size of the Academy and limited resources, the Academy is unable to provide long-term alternative learning arrangements outside of the school or work reassignments.

## Hygiene

The Academy will ensure compliance with the Hygiene protocols identified as "**Required**" on page 22 of the Roadmap, including adequate supplies of soap, hand sanitizer, paper towels, tissues, signs and the teaching/reinforcing of hygienic behaviors.

- The Academy will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). Supplies will be replenished daily and frequently monitored to ensure they are always available.
- Students will be required to wash their hands/use hand sanitizer after using the restroom, before and after eating, after blowing their nose or coughing, after recess, anytime supplies are shared and upon entering the classroom.
- All students will undergo formal training by their classroom teacher on proper handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Proper hygiene will be modeled and reinforced daily by classroom teachers.
- All staff will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. This training will take place prior to the start of school.



- Classroom teachers will provide formal training to students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. Teachers will model and reinforce proper hygiene daily.
- Markings will be used at six foot intervals where line formation is anticipated.
- Social distancing floor/seating markings will be provided in waiting and reception areas.
- Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

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

- Flat River Academy will reduce class sizes to 16 to allow for more distancing within the classroom. While the Academy will actively encourage social distancing and space student desks apart, due to additional factors such as other furniture and walkways, strict social distancing is not practical while allowing for developmentally appropriate movement.
- In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- As feasible, teachers will arrange all desks facing the same direction toward the front of the classroom.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by school officials.
- The Academy will post signage to indicate proper social distancing.
- Markers will be used at six foot intervals where line formation is anticipated.
- The academy will provide social distancing floor/seating markings in waiting and reception areas.
- The Academy will post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

### **Screening Students and Staff**



- The Academy has a designated quarantine room and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
- The identified school staff caring for ill children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students will be sent home from school until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will go home.

The Academy will screen all students and staff, and report positive cases to the local public health authority.

- Staff will self-check their temperature and answer a set of screening questions before reporting to work. If a staff member's responses suggest that the staff member has symptoms consistent with COVID-19, or may have been exposed to someone with COVID-19, the staff member will contact the school principal to receive guidance on what to do based on whether they are symptomatic for COVID-19 or have just potentially been exposed.
- Parents will be encouraged to take their students' temperatures before they go to the bus stop or arrive to school. Children exhibiting a fever should be kept at home. All students shall have a temperature screening prior to school entry each day. Bus drivers will do the temperature screen for each rider as the student boards the bus. In this case, riders do not need to have the temperature screening done again at school. When a student presents a temperature greater than 100.4 degrees, the child will return home or another designated place of care before they enter the bus or school. If a student with a fever must be transported on the bus, the student will be seated at the front of the bus, door side, apart from other students as much as possible. Upon arrival at school, the ill student will be escorted to the office where the student will be isolated as much as possible, and wait to be picked up by a parent or guardian. The Academy has a designated room, separate from the common space, to isolate students with a fever. This room will be utilized for any students identified with a fever at any point during the school day while they wait to be picked up.
- Per the parent handbook, which every parent will sign:
  - Parents will report if their child has been exposed to someone with COVID-19 and will quarantine their child for 14 days.
  - Students who exhibit a fever of 100.4 or above must receive a negative COVID-19 test result to return to school.



- Parents will report to the school if their child tests positive for COVID-19. A negative COVID-19 test result will be required to return to school.
- The Academy will send home notification to families in the event their child is exposed to another student who tests positive for COVID-19, at which point the entire class, including the classroom teacher, will be quarantined for 14 days and the students will receive distant learning as described in Phases 1-3 of this plan.

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

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



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

- The Academy will prohibit indoor assemblies that bring together students from more than one classroom.
- Flat River Academy will provide breakfast to all students in the classroom.
- Flat River Academy will provide lunch service in the cafeteria, and other designated areas and stagger lunches to only serve 1 class in 1 area at a time.

### **Athletic and Cleaning**

- The Academy will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Hand sanitizer will be readily available at the Academy front door. Every participant will confirm that they are healthy and without any symptoms prior to any event upon signing in at the event.
- All equipment will be disinfected before and after use by the coach.
- Inter-school competitions that are held will require facial coverings to be worn if school transportation is provided. Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators will be allowed provided they have a facial covering and six feet of social distancing is maintained at all times. Staff members will be designated at the entry/exit door to prevent crowding.
- The coach will ensure each participant arrives with a clearly marked water bottle for individual use. If a bottle is not marked, the coach will write the participants name on the bottle. There will be no sharing of this equipment.
- Participants will be asked to refrain from Handshakes, fist bumps, and other unnecessary contact will not occur. Participants that do not comply will not be allowed to participate.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events will be limited to 100 people, and people not part of the same household must maintain six feet of distance from one another. To attend an outdoor event, spectators must register before the event to attend.

### **Transportation**

- Students and staff will be required to use hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.





- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- The bus driver will clean and disinfect transportation vehicles before and after every transit route.
- Children will not be present when a vehicle is being cleaned.
- The bus driver will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- The bus drivers will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Students are picked up at their homes or designated meeting location where parents must wait with their child until the bus arrives. In most cases the child will be able to return to their parent immediately. If a student with a fever must be transported on the bus, the student will be seated at the front of the bus, door side, apart from other students as much as possible. Upon arrival at school, the ill student will be escorted to the office where the student will be isolated as much as possible, and wait to be picked up by a parent or guardian. The Academy has a designated room, separate from the common space, to isolate students with a fever.
- If a student becomes sick during the day, they will not be allowed to return home on the bus. The students will wait in the designated room for ill students until a parent or guardian is able to pick the child up.
- If a driver becomes sick during the day, the driver must follow protocols for sick staff outlined above and will not return to drive students. A substitute bus driver will be called to take over the bus drivers duties.
- Weather permitting, the bus driver will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, The bus driver will 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.

Specifically identify which protocols on pages 22-28 that are identified as **“Strongly Recommended”** that the Academy will not implement.

#### **Phase 4 Mental & Social-Emotional Health**



- Flat River Academy will implement a mental health screening for all students by a trained professional. The screening will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Flat River Academy has established and communication guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams. Teachers and staff members will report all students deemed to be at-risk to both the principal and Social worker for follow-up, additional support and monitoring.
- Flat River Academy staff will receive ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Flat River Academy has established a comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed. Resources for students, staff and families will be made available on the school's website and also through phone and email to assist with crisis care. Resources listed will be from a variety of sources which may include: local community resources, state resources, mental health supports, online supports, school supports and local ISD supports.
- Flat River Academy will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources. Resources for students, staff and families will be made available on the school's website and also through phone and email to assist with crisis care. Resources listed will be from a variety of sources which may include: local community resources, state resources, mental health supports, online supports, school supports and local ISD supports.
- Flat River Academy has established ongoing reporting protocols for school staff to evaluate physical and mental health status. Which includes: check-ins for staff members that remain at home during phases 1-3 and screenings for staff that enter the building to conduct essential work for the school.
- Flat River Academy will provide resources for staff self-care, including resiliency strategies.
- Flat River Academy has designated our school principal and social worker to act as Mental Health Liaisons to work across the school and coordinate with public health agencies and community partners.
- Flat River Academy will use MDE resources for student and staff mental health and wellness support.



- Flat River Academy will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 This will include (but not limited to): social media, website, email and school board meetings.
- Flat River Academy will communicate with parents and guardians, via variety of channels, return to school transition information through Return to Learn videos and resources that will be available on the schools website along with information in our school’s back to school folder. This will include information regarding:
  - Destigmatization of COVID-19.
  - Understanding normal behavioral response to crises.
  - General best practices of talking through trauma with children.
  - Positive self-care strategies that promote health and wellness.

## **Phase 4 Instruction**

### **Governance**

- Flat River Academy has a Return to Instruction and Learning working group, led by the Principal and includes teachers, staff members, parents and at least 1 member of the school board present. This group has and will:
  - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
  - Revise the district’s remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
  - Share the district’s remote learning plan with all involved stakeholders in case of a return to remote learning.

### **Instruction**

- Flat River Academy will offer **full time in-person learning in phase 4 for all students** with the exception of a student or class quarantine, or school closure due to an outbreak or area risk level increase.
- Flat River Academy will integrate hybrid learning programs during in-person instruction and deliver standards-aligned curricula and high-quality instructional materials along



with in-person instruction and learning. This will give students the knowledge and confidence to complete remote learning as needed during the school year.

## **Communications and Family Supports**

- Flat River Academy will ensure that communication is available to reach every family and student in their home language through multiple modes: phone call and/or email, letters, video, social media, website to share:
  - Expectations around the duration of the closure and reopening;
  - Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
  - Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and
  - Training on accessing and using the school’s digital systems and tools, and workshops for families to build digital literacy.

## **Professional Learning**

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

## **Instruction**

- Flat River Academy will ensure that every student:
  - Has access to standards-aligned, grade level instruction, including strategies to accelerate student learning;
  - Is assessed to determine student readiness to engage in grade-level content; and



- Is offered scaffolds and supports to meet their diverse academic and social emotional needs.
- Flat River Academy will conduct checkpoints around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
- Flat River Academy will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- Flat River Academy will conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.
- Flat River Academy will procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.
- Flat River Academy will set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
- Flat River Academy offered summer school in the summer of 2020 to support students in need of additional support.
- Flat River Academy will communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.

## **Phase 4 Operations**

### **Facilities (Before Schools Reopen for In-Person Instruction)**

- Flat River Academy will:
  - Audit necessary materials and supply chain for cleaning and disinfection supplies.
  - Coordinate with Local Emergency Management Programs (LEMP) and/or other resources for support with procurement of cleaning and disinfection supplies.
  - Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
  - Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.



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

**Budget, Food Service, Enrollment, and Staffing  
(Before Schools Reopen for In-Person Instruction)**



- Flat River Academy will assess Student Arriving and Departure Protocols.
- Flat River Academy will conduct staff and student outreach to understand who is coming back.
- Flat River Academy has conducted staff outreach and all staff members are returning at this time. A plan has been made in the event that a staff member decides to not return due to high risk.
- Flat River Academy will reach out to families of students self-identified as high risk to determine appropriate in-school accommodations or alternative instruction opportunities.
- Flat River Academy will assess need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.
- Flat River Academy does not have a union so decisions will be made with input from stakeholders.
- A plan will be made for redeploying underutilized staff to serve core needs in the event of a closure or to address needs due to COVID-19.
- Flat River Academy will communicate any student enrollment or attendance policy changes with school staff and families.
- Flat River Academy will provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.
- Flat River Academy will seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).
- Flat River Academy will coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.
- Flat River Academy keeps an inventory of how many substitute teachers are available.
- Flat River Academy will provide school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
- Flat River Academy will verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.
- Flat River Academy will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with staff members and the school board.
- Flat River Academy will plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- Flat River Academy will orient new school staff to any operational changes.
- Flat River Academy will create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.
- Flat River Academy will collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.



## Technology

- Flat River Academy will survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.
- Flat River Academy has designated the school's principal as the single point of contact in each school to plan and communicate with district technology teams.
- Flat River Academy will develop a district technology plan. Flat River Academy will provide training and support for educators to adapt remote learning for the classroom. This will include:
  - Google Classroom
  - Skyward SMS
  - Online engagement
  - Curriculum specific supports
- The school's principal will act as the technology leader and ensure that parents and teachers have contact information to receive support including providing technology support to families.
- Flat River Academy has developed district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures include:
  - Safely bagging devices collected at schools;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Ordering accessories that may be needed over the summer; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
- Flat River Academy will develop on-site triage of staff and student devices to minimize the time that staff may be without a device.
  - Devices will be swapped out if the repair cannot be immediately addressed
- Flat River Academy infrastructure will receive ongoing evaluation to ensure WiFi and connectivity is functioning properly.
- Flat River Academy will develop a technology support plan for families. – Families should contact the principal for support regarding technology.
- Flat River Academy will schedule ongoing staff training on platforms and tools.
- Flat River Academy has reviewed and updates (and may do so again as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.

### If Temporarily Closed for In-Person Instruction (outbreak or quarantine)

- Flat River Academy will:





- Deploy digital learning devices and move to virtual learning.
- Communicate consistent procedures for return and inventory of school owned devices as part of a return to school technology plan. The procedures include:
  - Safely bagging devices collected at schools;
  - Transporting them to a central location;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
- Ensure that school and community access points and wired network devices are functional.

### When In-person Instruction Resumes

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

### **Transportation**

(Before Schools Reopen for In-Person Instruction)

- Flat River Academy will inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- Families will be called to determine if they will be using the school bus for transportation. The school has 3 busses available for transporting students.
- Flat River Academy will utilize a staggered start to the school day to reduce bus loads and the length of time students spend on the bus. This will allow for social distancing between families and more consistent mask compliance.
- Flat River Academy will discuss with bus drivers to determine who will return and their risk level.



- At this time all of Flat River Academy's bus drivers are planning to return. An additional substitute bus driver or plan will be made to address possible absences or discontinued employment.
- Flat River Academy will finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Flat River Academy will encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.
- In the event of a temporary closure, Flat River Academy may use their buses to transport needed food and supplies to students that need access.

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

### **Phase 5 Safety Protocols**

#### **Personal Protective Equipment**

- Facial coverings or shields will be worn by staff in common areas except during meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks or shields. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.
  - K-5 and special education teachers should consider wearing clear masks or shield.
  - Homemade facial coverings should be washed daily.
  - Disposable facial coverings should be disposed of at the end of each day.
  - In the event that a face mask causes a significant communication barrier or is not medically tolerated, a staff member may sign a form to wear a face shield instead. In the event a face shield cannot be tolerated, the staff member will need a note from a doctor excusing them from wearing a face covering.
- Facial coverings will always be worn in hallways and common areas by K-8<sup>th</sup> grade students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Social distancing and cohorting will practiced and enforced, therefore facial coverings for students in grades K-8<sup>th</sup> grade are encouraged but not required while in the classroom.
  - Homemade facial coverings should be washed daily.
  - Disposable facing coverings should be disposed of at the end of each day.



- In the event that a face mask causes a significant communication barrier or is not medically tolerated, a parent may sign a form to have their child wear a face shield instead. In the event a face shield cannot be tolerated, the student will need a note from a doctor excusing them from wearing a face covering.

## **Hygiene**

- Flat River Academy will continue to:
  - Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
  - Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
  - Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
  - Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

## **Spacing, Movement and Access**

- Flat River Academy will continue to:
  - Provide students with extra spacing in the classroom especially when working independently.
  - Cap class sizes at 16 to allow more space for students.
  - Utilize desks instead of tables for individual work. Some tables may return to the classroom for small group activities when appropriate.
  - Encourage a desk formation that limits the spread of COVID-19.
  - Have teachers and staff make an effort to maintain six feet of spacing between themselves and students as much as possible.
  - Post signage to indicate proper social distancing.
  - Use markings to help students understand social distance spacing in areas where a line may occur.

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

- Flat River Academy will continue to:



- Have a designated a quarantine area and a staff person to care for children who become ill at school.
- Place students who become ill with symptoms of COVID-19 at school in the identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Insist that symptomatic students sent home from school be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Keep strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

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

- Flat River will continue to:
  - Have students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
  - Have staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
  - Notify Parents and guardians of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
  - Insist that symptomatic students and staff sent home from school be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
  - To notify any close contacts in the event of a lab or clinically diagnosed case of COVID-19, (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates will be closely monitored for any symptoms. Only those that develop symptoms require testing.

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

- Flat River Academy will continue to:
  - Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.



- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Flat River Academy will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Ensure that employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

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

- Flat River Academy will continue to:
  - Have serving and cafeteria staff use barrier protection including gloves, face shields, and surgical masks.
  - Have students, teachers, and cafeteria staff wash hands before and after every meal.
  - Comply with current and future executive orders that set caps on congregations of people at all gatherings, including those that occur outdoors.
  - Comply with transportation guidelines within this document, during field trips.

### **Athletics**

- Flat River Academy will continue:
  - Limit indoor spectator events to 50 people.
  - Limit large scale outdoor spectator or stadium events to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
  - Ensure students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.



- Ensure all equipment be disinfected before and after use.
- Ensure buses are cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Ensure each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

## **Cleaning**

- Flat River Academy will continue to:
  - Ensure frequently touched surfaces including lights, doors, benches, and bathrooms undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.
  - Ensure libraries, computer labs, arts, and other hands-on classrooms undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.
  - Ensure student desks are wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class.
  - Ensure playground structures should continue to undergo normal routine cleaning.
  - Ensure athletic equipment is cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
  - Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

## **Busing and Student Transportation**

- Flat River Academy will continue to:
  - Have a staggered start and end to the day with 2 bus runs to reduce the number of students on the bus and length of time on the bus to improve social distancing and mask compliance.
  - Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
  - Insist the bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
  - Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
  - Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air



- controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
  - Have a plan for getting students home safely if they are not allowed to board the vehicle.
  - Not allow sick students to use group transportation to return home and should follow protocols outlined above.
  - Follow protocols for sick staff if a driver becomes sick during the day.

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

- Flat River Academy will implement a mental health screening for all students by a trained professional. The screening will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Flat River Academy has established and communication guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams. Teachers and staff members will report all students deemed to be at-risk to both the principal and Social worker for follow-up, additional support and monitoring.
- Flat River Academy staff will receive ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Flat River Academy has established a comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed. Resources for students, staff and families will be made available on the school's website and also through phone and email to assist with crisis care. Resources listed will be from a variety of sources which may include: local community resources, state resources, mental health supports, online supports, school supports and local ISD supports.
- Flat River Academy will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources. Resources for students, staff and families will be made available on the school's website and also through phone and email to assist with crisis care. Resources listed will be from



a variety of sources which may include: local community resources, state resources, mental health supports, online supports, school supports and local ISD supports.

- Flat River Academy has established ongoing reporting protocols for school staff to evaluate physical and mental health status. Which includes: check-ins for staff members that remain at home during phases 1-3 and screenings for staff that enter the building to conduct essential work for the school.
- Flat River Academy will provide resources for staff self-care, including resiliency strategies.
- Flat River Academy has designated our school principal and social worker to act as Mental Health Liaisons to work across the school and coordinate with public health agencies and community partners.
- Flat River Academy will use MDE resources for student and staff mental health and wellness support.
- Flat River Academy will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 This will include (but not limited to): social media, website, email and school board meetings.
- Flat River Academy will communicate with parents and guardians, via variety of channels, return to school transition information through Return to Learn videos and resources that will be available on the schools website along with information in our school's back to school folder. This will include information regarding:
  - Destigmatization of COVID-19.
  - Understanding normal behavioral response to crises.
  - General best practices of talking through trauma with children.
  - Positive self-care strategies that promote health and wellness.

## Phase 5 Instruction

Flat River Academy will provide similar instruction as in phase 4.

- Flat River Academy will offer **full time in-person learning in phase 5 for all students** with the exception of a student or class quarantine, or school closure due to an outbreak or area risk level increase.
- Flat River Academy will integrate hybrid learning programs during in-person instruction and deliver standards-aligned curricula and high-quality instructional materials along with in-person instruction and learning. This will give students the knowledge and confidence to complete remote learning as needed during the school year.

## Phase 5 Operations





## **Facilities** (Before Schools Reopen for In-Person Instruction)

- Flat River Academy will:
  - Audit necessary materials and supply chain for cleaning and disinfection supplies.
  - Coordinate with Local Emergency Management Programs (LEMP) and/or other resources for support with procurement of cleaning and disinfection supplies.
  - Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
  - Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
  - Encourage custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
  - Provide advanced training for custodial staff.
  - Continue to deep cleaning over the summer.
  - Audit all school buildings with a focus on:
    - How many classrooms are available;
    - The size of each classroom;
    - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
    - The ventilation in each classroom.
  - Audit school security protocols to decide if any process changes need to be implemented.
  - Maintain facilities for in-person school operations.
  - Check HVAC systems at each building to ensure that they are running efficiently.
  - Change air filters regularly
  - Have custodial staff will distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  - Use signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.
  - Have custodial staff follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
  - Have the school's principal conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
  - Procure level-1 facial coverings for low income students, and students with special needs.



- Procure level-1 facial coverings for teachers, including those with a transparent front for K-5 teachers
- Procure level-1 surgical masks for cleaning and janitorial staff.
- If school is closed:
  - Activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff should wear surgical masks when performing cleaning duties.
  - Maintain facilities for resumption of school operations.

### **Budget, Food Service, Enrollment, and Staffing (Before Schools Reopen for In-Person Instruction)**

- Flat River Academy will assess Student Arriving and Departure Protocols.
- Flat River Academy will conduct staff and student outreach to understand who is coming back.
- Flat River Academy has conducted staff outreach and all staff members are returning at this time. A plan has been made in the event that a staff member decides to not return due to high risk.
- Flat River Academy will reach out to families of students self-identified as high risk to determine appropriate in-school accommodations or alternative instruction opportunities.
- Flat River Academy will assess need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.
- Flat River Academy does not have a union so decisions will be made with input from stakeholders.
- A plan will be made for redeploying underutilized staff to serve core needs in the event of a closure or to address needs due to COVID-19.
- Flat River Academy will communicate any student enrollment or attendance policy changes with school staff and families.
- Flat River Academy will provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.
- Flat River Academy will seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).
- Flat River Academy will coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.
- Flat River Academy keeps an inventory of how many substitute teachers are available.
- Flat River Academy will provide school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.



- Flat River Academy will verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.
- Flat River Academy will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with staff members and the school board.
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- Flat River Academy will orient new school staff to any operational changes.
- Flat River Academy will create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.
- Flat River Academy will collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

## **Technology**

- Flat River Academy will survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.
- Flat River Academy has designated the school's principal as the single point of contact in each school to plan and communicate with district technology teams.
- Flat River Academy will develop a district technology plan. Flat River Academy will provide training and support for educators to adapt remote learning for the classroom. This will include:
  - Google Classroom
  - Skyward SMS
  - Online engagement
  - Curriculum specific supports
- The school's principal will act as the technology leader and ensure that parents and teachers have contact information to receive support including providing technology support to families.
- Flat River Academy has developed district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures include:
  - Safely bagging devices collected at schools;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Ordering accessories that may be needed over the summer; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.



- Flat River Academy will develop on-site triage of staff and student devices to minimize the time that staff may be without a device.
  - Devices will be swapped out if the repair cannot be immediately addressed
- Flat River Academy infrastructure will receive ongoing evaluation to ensure WiFi and connectivity is functioning properly.
- Flat River Academy will develop a technology support plan for families. – Families should contact the principal for support regarding technology.
- Flat River Academy will schedule ongoing staff training on platforms and tools.
- Flat River Academy has reviewed and updates (and may do so again as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.

## **Transportation**

(Before Schools Reopen for In-Person Instruction)

- Flat River Academy will inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- Families will be called to determine if they will be using the school bus for transportation. The school has 3 buses available for transporting students.
- Flat River Academy will utilize a staggered start to the school day to reduce bus loads and the length of time students spend on the bus. This will allow for social distancing between families and more consistent mask compliance.
- Flat River Academy will discuss with bus drivers to determine who will return and their risk level.
  - At this time all of Flat River Academy’s bus drivers are planning to return. An additional substitute bus driver or plan will be made to address possible absences or discontinued employment.
- Flat River Academy will finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Flat River Academy will encourage close collaboration between transportation and IEP teams to monitor changes to students’ IEPs and implement accordingly.
- In the event of a temporary closure, Flat River Academy may use their buses to transport needed food and supplies to students that need access.