



Charlton Heston Academy COVID-19 Preparedness and Response Plan

Address of School District: Charlton Heston Academy

District Code Number: 72901

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Name of Intermediate School District: COOR Intermediate School District

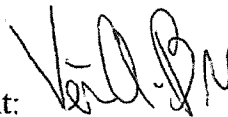
Name of Authorizing Body: Lake Superior State University

Date of Adoption by Board of Directors: August 11, 2020

Assurances

- The Academy 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 Academy 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 Academy 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 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 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.

Charlton Heston Academy Board President:



Date:

8/11/20

Introduction and Overview

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 (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 districts/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.

Charlton Heston Academy (CHA) is proud to serve students in grades K-12 in St. Helen, Michigan, located in Roscommon County. In addition to our K-12 program, we also offer a robust Great Start Readiness Pre-K and child care programs. We responded to the needs of our students quickly and with great discipline in response to the unprecedented challenges associated with the COVID-19 Pandemic. Our team of committed educators and support staff have been steadfast in keeping the best interest of students at the forefront of all we do. This COVID-19 Preparedness and Response Plan (Plan) reflects this commitment and contains plans for operating when the region we are located in in Phases 1-3, 4 and 5 of Michigan's Safe Start Plan. Importantly, we reserve the right to pivot our operations between these plans at any time, based on the health, safety and educational needs of our students, irrespective of the phase that the region we are located is in. This flexibility includes the ability to revert to our Phases 1-3 Plan, consisting of fully remote learning, even if the region we are located in is in Phase 4, 5 or 6, depending on local conditions and the best interest of our students. Further, by approving this Plan, the Charlton Heston Academy Board of Directors delegates the responsibility to make such changes and related decisions exclusively to the Superintendent.

The mission of CHA is the following: *We promise families a school with a challenging academic program and a culture that values integrity, academic excellence, and civic responsibility that centers on college and career readiness.* With this mission in mind, our core values of **community**, **excellence**, **teamwork**, **love** and **grit** have guided the work undertaken to develop this Plan, as they guide all of our work.

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

Phase 1, 2, or 3 Safety Protocols

- CHA will be closed for in-person instruction if the region in which it is located is in Phases 1-3 of the Michigan Safe Start Plan.
- The school building may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.
- Employees of contractors will be permitted to be physically present in the school building for the purposes of conducting basic school operations, including remote live instruction, as determined by the school Superintendent. In such cases, all individuals will be required to abide by existing laws, rules, regulations and Executive Orders with regard to face coverings, social distancing, and other safety requirements.
- CHA will continue to provide food distribution to eligible students and families as it has throughout the COVID-19 Pandemic.
- All inter-school, after-school and athletic activities will be discontinued.
- While the school building is closed for in-person instruction, CHA will adjust cleaning practices to maintain the building in functional order.
- All student transportation operations will be suspended.

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

CHA takes the mental and social-emotional health of its students seriously and understands the importance of mental and social-emotional health on the success of each student. As a result, if the region in which CHA is located is in Phases 1-3 of the Michigan Safe Start Plan, CHA will do the following:

- Implement a basic mental health screening for all students. The screening will be compliant with HIPPA and FERPA policies and be age-appropriate.
- Establish and communicate broad guidelines to staff regarding identification and referral of at-risk students.
- Provide staff with training on a variety of topics related to the mental and social-emotional health of students.
- Maintain a crisis management plan that leverages available internal and external/community-based resources.
- Compile and update lists of wellness resources available to both staff and students/families.

- Ensure reporting protocols are in place for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care.
- Designate a mental health liaison who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Ensure communication channels for school stakeholders to address mental health concerns resulting from COVID-19.
- Communicate return to school transition information with parents and guardians.

Phase 1, 2, or 3 Instruction

CHA developed a Continuity of Learning Plan in April, 2020 in response to the Governor’s Executive Order requiring the closure of all schools for in-person learning as a result of the emerging COVID-19 Pandemic. That Plan was activated quickly and in a responsive manner, ensuring as seamless of an educational experience as possible for all students. Many of the components of that Plan, and others that have been adopted or adapted, will serve as the basis for instructional delivery if the region that CHA is located is in Phases 1-3 of the Michigan Safe Start Plan, including the following:

- CHA has created a Return to Learn working group, led by its Superintendent, and composed of a broad range of stakeholders to gather feedback from families, teachers, students and school leaders about their experiences with remote learning through a variety of communication channels. CHA revised its remote learning plans to incorporate this feedback and input from stakeholders to improve its effectiveness. Remote learning plans have been broadly shared with all involved stakeholders.
- Remote learning plans will be shared with all stakeholders, including in languages other than English if necessary.
- Remote learning programs will be activated at scale and include standards-aligned curricula and high-quality instructional materials. Synchronous and asynchronous learning will promote student engagement, consistency and differentiation.
- Student learning will be regularly assessed using a variety of diagnostic, screening and/or formative assessments.
- Review students Individualized Education Programs (IEPs) and 504 Plans in coordination with general and special education teachers to reflect the student’s needs based on assessment data and parent feedback, and design accommodations that match services accordingly.
- Secure supports for students who are transitioning to postsecondary settings.

- School leaders will monitor curriculum and instruction and student progress, including support for student in need of additional support.
- Remain connected and informed about MDE and other relevant organizations regarding policies and guidance.
- Continuation of services for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers when needed.
- Implement additional communication systems needed to reach every family and student through multiple modes, including languages other than English if necessary.
- Continue to provide professional learning and training through virtual modes for educators.
- Utilize structures, such as professional learning communities, for educators to collaborate as they plan instruction.
- Activate plans to monitor and assess the following: connectivity and access, attendance and student work.

Phase 1, 2, or 3 Operations

CHA will ensure that school operations are managed effectively at all times, including when the region it is located is in Phases 1-3 of Michigan's Safe Start Plan, including the following:

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Maintain the school facility in good working order and prepare for subsequent return to school.
- Ensure school cleaning and disinfection protocols follow CDC guidelines.
- Custodial staff will wear surgical masks when performing cleaning duties.
- Create a contingency plan to coordinate the use of the school building for essential actions if needed.
- Coordinate with local emergency management officials to support the procurement of cleaning and disinfections supplies if needed.
- Continue to collect information from families about the numbers, types, and condition of devices used in their homes to support remote learning.
- Maintain a district technology plan, including training and support for educators to adapt remote learning for their classroom.
- Provide support for staff and students/families with regard to technology issues.

- Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan.
- Identify an asset tracking tool.
- Maintain relationships with vendors to assist with processing, returning and maintaining devices.
- Develop support for technology issues to minimize the time that staff and students may be without a device.
- Ensure access to WiFi for all staff and students.
- Develop a technology support plan for families.
- Continue to monitor device usage and compliance with online programs.
- Provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access.
- Ensure that students can submit assignments and be evaluated accordingly.
- Schedule ongoing staff training on platforms and tools used for remote learning.
- Review and update technology policies as needed.
- Continue to provide instructional programming and resources to staff and students.
- Monitor and understand flexibility granted for hiring in a remote environment.
- Ensure that all families in need of food assistance are provided with necessary nutrition, including solidifying food services processes, device distribution, delivery sites and communication plans.
- Ensure clear expectations, including attendance expectations and time on schooling by grade level for students and teachers.

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

Phase 4 Safety Protocols

CHA will abide by all required safety protocols contained in the Roadmap that apply to schools operating in Phase 4 of Michigan's Safe Start Plan. With regard to Personal Protective Equipment, CHA will ensure the following protocols are effectively maintained:

- All staff must wear facial coverings at all times except for meals. Facial coverings may be homemade or disposable level –one grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. Staff may provide their own facial coverings or use those provided by CHA.
- Facial coverings must be worn by all students, staff and bus drivers during school transportation, with the exception of staff or students that cannot medically tolerate facial coverings or those that are incapacitated or unable to remove them without assistance. All students will have assigned seats on the buses, and those living in the same household will be assigned to the same seat/area whenever possible. This will limit student interaction and will help promote social distancing.
- Facial coverings must be worn in hallways and common areas by all students except during meals. Facial coverings must also be worn by all students in grades 6-12 in classrooms. Students in grades K-5 are in self-contained classrooms throughout the day. As such, they will be strongly recommended, but not required, to wear face coverings in their classrooms. Any student that cannot medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial coverings without assistance, must not wear one.

With regard to Hygiene, CHA 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 hand washing techniques.). Hand sanitizer units will be fastened to the wall of each classroom that is not equipped with a hand washing sink. The hallways, common areas, buses, and entrances are equipped with a combination of fastened and mobile hand sanitizing units/stations. Both student and staff members will be provided and strongly recommended to use sanitizer whenever they enter a new space. Both students and staff members will be trained on proper hand washing and hand sanitizing. Also, this information will be posted throughout the building, classrooms, and buses.
- Staff and students will be educated on how to properly cough and sneeze into their elbows, or to cover with a tissue.
- We will systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers will have scheduled handwashing with soap and water every 2-3 hours.

- We will limit sharing of personal items and supplies such as writing utensils and keep students' personal items separate from those of other students. We will also limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

With regarding o Spacing, Movement and Access, CHA will:

- Space desks six feet apart in classroom and adjust class size to the level afforded by these spacing guidelines.
- Where large tables are utilized in classrooms, we will space students as far apart as feasible. We will arrange desks facing the same direction toward the front of the classroom as feasible.
- Teachers will strive to maintain six feet of spacing between themselves and students as much as feasible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by school administrators. Any guests permitted in 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 permitted to enter the building.
- We will post signage to indicate proper social distancing. Floor tape or other markers will be used at six-foot intervals where line formation is anticipated. Social distancing floor/seating marking 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.

With regarding Screening Students and Staff, CHA will:

- We will cooperate with the Central Michigan District Health Department regarding implementing protocols for screening students and staff.
- We have purchased temperature monitoring units that will be fixed at all building entrances and at the entrance of all buses. The building will also be equipped with a few fixed temperature monitors throughout the building, as well as in both main offices. These units will be monitored by school staff. Those with a temperature at or above 100.4 will be brought to the school office for additional screening, isolation, and contact with parents to make arrangements for medical treatment or follow up care at home. Parents are expected to pick up students as soon as possible.
- Staff members, upon entering the building each day, will also be temperature screened. In addition, the staff member will log on to a district site where they will record that their temperature was taken, as well as answer a variety of additional screening questions related to COVID 19. This will be maintained by the district should it be necessary for such logs to be examined.
- Parents will be asked to monitor their child's temperature and symptoms prior to entering the school bus or driving to school. All students will again have their temperature monitored at school via the temperature station at each school building.

- Symptomatic students will be sent home from school and will be kept home until they have tested negative or have completely recovered according to CDC and local health department guidelines. Students who are exhibiting signs of illness will be asked to maintain their presence in the quarantine room/space until they are picked up by their parents or designee.
- To maintain a safe environment there will be no outside visitors, vendors, parents, etc. allowed in the building or on the buses. Communication will be by telephone, email, Class Dojo, or Google Chat, and arrangements can be made to have video conferencing, when necessary.

With regard to Testing Protocols for Students and Staff and Responding to Positive Cases, CHA will:

- CHA is fully cooperating with the Central Michigan District health Department relative to any screening protocols that may be recommended and are not currently reflected in our Plan. In particular, CHA 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.
- Students and staff that develop symptoms will be immediately receive a face covering/mask and will be sent to seek treatment. Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, have been cleared by a licensed physician to return, or have been released from isolation according to CDC guidelines (At least 10 days since symptoms first appeared and at least 24 hours with no fever without fever-reducing medication and symptoms have improved).
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored for any symptoms of COVID-19 both by school personnel and by parents at home.
- Employees with a confirmed case of COVID-19 will only be permitted to return to the building after they are no longer infectious.
- Cleaning staff will wear a surgical mask, gloves and a face shield when performing cleaning of areas were symptomatic students or staff have been present. Where possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

With regard to Food Service, Gathering, and Extracurricular Activities, CHA will:

- Prohibit indoor assemblies that bring together students from more than one classroom.

With regard to Athletics, CHA will:

- Comply with all guidance published by the Michigan High School Athletic Association and the National Federation of State high School Associations.

- Ensure students, teachers and staff use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to arrival.
- All equipment will be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is used. Buses will be cleaned and disinfected before and after every use.
- Spectators will be allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention will be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There will be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment will be suspended. Outdoor physical conditioning activities will be allowed while maintaining social distancing.
- Large scale indoor spectator events will be suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

With regard to Cleaning, CHA will:

- Charlton Heston Academy is a single site/building school district. All custodial staff have a defined and repetitive section of the building they clean throughout each day. Each section has a cleaning checklist that is completed and documented each day. The schedule includes heavily touched surfaces (light switches, doors, benches, bathrooms, etc.) to undergo cleaning at least every two hours with either an EPA-approved disinfectant. The schedules will include continuous spray sanitizing of the entire building throughout each day. A third shift custodial staff member will perform a deeper sanitization and cleaning of the building and buses each evening. The bus drivers will sanitize, clean and disinfect all buses after the afternoon routes are completed each day.
- All classrooms will be equipped with surface sanitizing wipes, and teachers can wipe down tables, desks, chairs, and equipment as needed throughout each day. An EPA-approved product will be used. In the secondary school area student desks will be wiped down after each class period. At the elementary grade levels, student desks (since they are not shared with others) will be sanitized at least once every four hours.
- Staff members who are cleaning desks will be provided with gloves, masks and facial shield for cleaning. Adequate training for storing and using the cleaning materials will be provided to all staff members.

- Hands-on classrooms, such as computer labs, will undergo cleaning after every class period.
- Playground structures will continue to undergo normal routine cleaning.
- We will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.

Phase 4 Mental & Social-Emotional Health

CHA will implement the same protocols with respect to mental and social-emotional health in Phase 4 of Michigan's Safe Start Plan as it will when it is in Phases 1-3, including the following:

- Implement a basic mental health screening for all students. The screening will be compliant with HIPPA and FERPA policies and be age-appropriate.
- Establish and communicate broad guidelines to staff regarding identification and referral of at-risk students.
- Provide staff with training on a variety of topics related to the mental and social-emotional health of students.
- Maintain a crisis management plan that leverages available internal and external/community-based resources.
- Compile and update lists of wellness resources available to both staff and students/families.
- Ensure reporting protocols are in place for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care.
- Designate a mental health liaison who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Ensure communication channels for school stakeholders to address mental health concerns resulting from COVID-19.
- Communicate return to school transition information with parents and guardians.

Phase 4 Instruction

CHA has created a Return to Learn working group, led by its Superintendent, and composed of a broad range of stakeholders to gather feedback from families, teachers, students and school leaders about their experiences with remote learning through a variety of communication channels. CHA revised its remote learning plans to incorporate this feedback and input from stakeholders to improve its effectiveness. Remote learning plans have been broadly shared with all involved stakeholders.

Families will be asked to choose from one of three return to learn options (face-to-face; e-learning; or blended learning). The Charlton Heston Academy 2020-2021 Return to Learn Plan provides details of these options. Parents will receive a phone call during the week of August 10th where they and their child(ren) will have an opportunity to ask clarifying questions about each option and ultimately inform CHA on that day which option they choose. The primary parent or the parent listed first on the enrollment/re-enrollment application will be contacted. Students are asked to commit to their choice for the entire first quarter, which is from September 8th through November 20th.

In addition, CHA will:

- Make expectations clear to school leaders and teachers around hybrid and remote instruction.
- Set an instructional vision that ensures that every student will start the school year with access to grade-level instruction and high quality, standards-aligned instructional materials in every core subject; be assessed on their understanding of prerequisite skills and grade-level proficiencies; and academic and social-emotional needs will be addressed with the integration of social and emotional learning and strengthening connections with students.
- Remote learning plans will be shared with all relevant stakeholders, including in languages other than English if necessary.
- Remote learning programs will be activated at scale for those that enroll in them and include standards-aligned curricula and high-quality instructional materials. Synchronous and asynchronous learning will promote student engagement, consistency and differentiation.
- Student learning will be regularly assessed using a variety of diagnostic, screening and/or formative assessments irrespective of the setting.
- Review students Individualized Education Programs (IEPs) and 504 Plans in coordination with general and special education teachers to reflect the student's needs based on assessment data and parent feedback, and design accommodations that match services accordingly.
- Secure supports for students who are transitioning to postsecondary settings.
- School leaders will monitor curriculum and instruction and student progress, including support for student in need of additional support.
- Remain connected and informed about MDE and other relevant organizations regarding policies and guidance.
- Continuation of services for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers when needed.

- Implement additional communication systems needed to reach every family and student through multiple modes, including languages other than English if necessary.
- Continue to provide professional learning and training through virtual modes for educators.
- Utilize structures, such as professional learning communities, for educators to collaborate as they plan instruction.
- Activate plans to monitor and assess the following: connectivity and access, attendance and student work.

Phase 4 Operations

CHA will ensure that school operations are managed effectively at all times, including when the region it is located is in Phases 4 of Michigan’s Safe Start Plan, including the following:

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Review district facilities that it may have access to that could be used for learning.
- Ensure school cleaning and disinfection protocols follow CDC guidelines. Provide school-level guidance for cleaning and disinfecting all core assets. Frequently touched surfaces will be cleaned several times a day.
- Alert school-based custodial staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC.
- Provide continued training for custodial staff as needed.
- Ensure deep cleaning over periods when the school facility is not in use.
- Custodial staff will wear surgical masks when performing cleaning duties.
- Continue to assess school facilities to determine proper usage of classrooms, size of classrooms, additional spaces that are available and the ventilation in each classroom.
- Review school security protocols to determine if any process changes need to be implemented.
- Properly maintain school facilities for in-person operations.
- Continue to procure appropriate types and amounts of person protective equipment for use by staff and students.
- Coordinate with local emergency management officials to support the procurement of cleaning and disinfections supplies if needed.

- Assess student arrival protocols to ensure the highest possible levels of student and staff safety.
- Continue to conduct staff and student outreach to understand who is coming back and to ensure proper levels of staffing.
- Recruit, interview and hire new staff as needed including considerations for those that may work remotely.
- Redeploy underutilized staff to serve core needs.
- Identify and modify staff positions that would enable high-risk staff to provide remote services.
- Continue to communicate student enrollment or attendance policy changes with school staff and families.
- Seek and provide guidance on use of CARES Act funding for key purchases.
- Coordinate services with related service providers, in the school and community, to identify and address new student and adult need.
- Continue to assess availability and need for substitute teachers.
- Continue to communicate effectively with families regarding changes to operations or school policies.
- Verify that student and staff handbooks are ready for distributions, including electronically.
- Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues related to COVID-19.
- Engage in budgeting exercises to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional funding sources.
- Orient existing new school staff to any operational changes.
- Maintain master instructional schedules with safety protocols in mind.
- Ensure food service staff implement changes based on local public health guidance.
- Continue to collect information from families about the numbers, types, and condition of devices used in their homes to support remote learning.
- Maintain a district technology plan, including training and support for educators to adapt remote learning for their classroom.
- Provide support for staff and students/families with regard to technology issues.

- Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan.
- Identify an asset tracking tool.
- Maintain relationships with vendors to assist with processing, returning and maintaining devices.
- Develop support for technology issues to minimize the time that staff and students may be without a device.
- Ensure access to WiFi for all staff and students.
- Develop a technology support plan for families.
- Continue to monitor device usage and compliance with online programs.
- Provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access, as applicable.
- Ensure that students can submit assignments and be evaluated accordingly regardless of the instructional setting.
- Schedule ongoing staff training on platforms and tools used for remote learning to the extent necessary.
- Review and update technology policies as needed.
- Continue to provide instructional programming and resources to staff and students.
- Ensure that all families in need of food assistance are provided with necessary nutrition.
- Ensure clear expectations, including attendance expectations and time on schooling by grade level for students and teachers.
- Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- Inventory bus drivers to understand the extent of high-risk populations.
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Ensure close collaboration between transportation and IEP teams to monitor changes to students IEPs and implement accordingly.

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

CHA will follow its Plan for Operating during Phase 4 of the Michigan Safe Start Plan during Phase 5 with the following exceptions noted.

Phase 5 Safety Protocols (Changes from Phase 4)

- Students in grades 6-12 will not be required to wear facial coverings in classrooms but will be highly encouraged to do so.

Phase 5 Mental & Social-Emotional Health (Changes from Phase 4)

Phase 5 Instruction (Changes from Phase 4)

Phase 5 Operations (Changes from Phase 4)