

WAY Michigan COVID-19 Preparedness and Response Plan

Address of School District: 407 East Fort Street, Suite 201 Detroit, MI 48226

District Code Number: 82710

Building Code Number(s): 02302

District Contact Person: Madeline Black

District Contact Person Email Address: Madeline.Black@wayprogram.net

Local Public Health Department: City of Detroit Health Department

Local Public Health Department Contact Person Email Address: Yougke@detroitmi.gov

Name of Intermediate School District: WAYNE RESA

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: 08/04/2020



August 10, 2020 [via email]

Ms. Madeline Black
WAY Academy
407 E. Fort St., Ste. 201
Detroit, MI 48226

Re: Approval of COVID-19 Preparedness and Response Plan (“Plan”)

Dear Ms. Black:

I am pleased to inform you that the Plan for WAY Academy (“Academy”) has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and has been transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of the date indicated in the Plan.

To fulfill one of the required assurances, immediately add a copy of the approved Plan to the Academy’s Home Page of its website. An approved copy of the Plan is attached and can be found in Epicenter. The approved Plan constitutes a Charter Contract amendment and remains in effect as long as the Plan remains in effect.

If the Academy requires an amendment to the Plan, please contact Amy Densmore, Director of Charter Accountability, at (989) 506-0355 or via email at avanatten@thecenterforcharters.org to initiate that process. Thank you for all your efforts to keep student learning moving forward in these trying times. If you have any further questions or need additional support, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive, flowing style.

Corey Northrop
Executive Director

cc: Christine Muscat, Board President
Gregory Brown, Jr., Board Corresponding Agent

Attachment:
Approved COVID-19 Preparedness and Response Plan

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

WAY Michigan

A special meeting of the Academy Board of Directors was held on the 4th day of August , 2020, at 6:00 p.m.

The meeting was called to order at 6:01 p.m. by Board President Christine Muscat

Present: Christine Muscat, Gregory Brown, Jesse Donoghue

Absent: Mandi Bogart, Amy Long

The following preamble and resolution were offered by Board Member Christine Muscat and supported by Board Member Gregory Brown:

BACKGROUND

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

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

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

The Academy submitted its Preparedness Plan to Central Michigan University (“Authorizer”) for review and approval.

The Academy Board of Directors (“Academy Board”) is required to approve the Academy’s Preparedness Plan by August 15, 2020 or seven days before the start of the school year for students, whichever comes first, and is required to approve the Academy’s Preparedness Plan as a charter contract (“Contract”) amendment.

THE ACADEMY BOARD THEREFORE RESOLVES THAT:

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

Ayes: Christine Muscat, Gregory Brown, Jesse Donoghue

Nays: _____

Resolution declared adopted.




Gregory Brown

Print Name: Gregory Brown
Secretary, Academy Board

Signature Certificate

Document Ref.: SJA8B-EAHPZ-HHKBG-LXKT3

Document signed by:

	<p>Gregory Brown Verified E-mail: gregorybrown2013@yahoo.com</p>	
IP: 99.203.78.37	Date: 05 Aug 2020 00:13:00 UTC	

Document completed by all parties on:
05 Aug 2020 00:13:00 UTC

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Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, effectively 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 is closed to in-person instruction when the region in which it is located 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 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.

Christine Muscat

President, Board of Directors

Board approved: 08/04/2020

Introduction and Overview

W-A-Y Michigan (“WAY”) is a school of excellence that is a cyber school, as defined by section 551 of the Revised School Code, 1976 PA 451, as amended, MCL 380.551. As such, it does not provide in-person instruction and operates pursuant to a Charter Contract¹. As a result, many of the requirements, protocols and recommendations contained within Michigan’s 2020-21 Return to School Roadmap (“Roadmap”) do not apply to WAY.

WAY has continued to operate as it normally does throughout the COVID-19 Pandemic, ensuring a seamless and high-quality educational experience for its students. As a school of excellence, Executive Order 2020-65, requiring a Continuity of Learning Plan following required school closures across the state, exempted schools of excellence from that requirement and permitted them to continue with their normal operations. Executive Order 2020-142 extends many provisions of Executive Order 2020-65 in this respect. As a result, WAY and Central Michigan University, its authorizing body, believe that WAY is not required to develop and submit a COVID-19 Response and Preparedness Plan (“Preparedness Plan”). However, Executive Order 2020-142 states that “A district or nonpublic school without an approved Preparedness Plan is not permitted to open or to continue in operation for in-person instruction for the 2020-21 school year.” Due to this inconsistency, and in the spirit of cooperation, WAY has developed a Preparedness Plan to include provisions that are applicable to its unique operating structure as a school of excellence. The focus of this plan is to acknowledge that the Academy will continue to implement its normal operations as a cyber school when the state is in any Phase of its Smart Start Plan.

WAY implements a (PBL) project-based learning program that is competency based and standards focused Cyber School. Our teaching and learning takes place 100% online via the HERO Learning platform. HERO is a full-service learning and data management system. WAY serves grades 6-12. Occasionally, staff may meet with students and families face to face. One example where we meet face to face is during state testing. WAY is located in the city of Detroit. Our district vision and mission are both student focused.

Our mission: “To change lives by creating engaging and encouraging educational opportunities for all young people”.

Our Vision: “To make every young person a hero”.

- During the COVID-19 pandemic WAY continued uninterrupted due to being a cyber school. Our students are provided with a computer and internet via an air card if needed and teachers are available online for one on one support. Teachers also host live session classes as well as grade and evaluate student work that is submitted to the HERO platform. Teachers provide feedback on student work and allow students to resubmit the work with corrections. Our platform also hosts all our attendance and grading for students. Hero also provides a parent portal. Parents are able to track student academic progress through the portal.

¹ Available at <https://www.thecenterforcharters.org/cmu/PDFForWebsite/contracts/MI-82710.pdf>

It was very important for our team to develop a plan that took into consideration the possibility of parents or students meeting face to face with staff for various reasons. Nothing is more important than the safety of those in our learning community. Our plan developed through collaboration, planning, and input from our educational management company, school board, teachers, students and parents.

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

Phase 1, 2, or 3 Safety Protocols

If the state is operating a phase 1, 2, or 3 of the Michigan Safe Start Plan. Our District will follow all of the required protocols on page 15 of the Road Map.

- Our district office will be closed.
- WAY is not a licensed childcare provider so we will not provide those services.
- School Employees will work from home unless it is vital to retrieve items from the building. Our staff will meet via video conferencing. Our Director of Operations will be the primary person in our building to assure they are maintained and secure.
- WAY does not offer food service.
- Janitorial services will continue with cleaning spaces used by staff who need to access the building in order to maintain the school buildings functional order.

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

Our school social workers will coordinate our mental health and wellness initiatives detailed below through working with and leveraging resources across local public health agencies, MDE, and community partners. An email will be made available to school stakeholders (COVID-19@wayprogram.net) to report any mental health concerns related to COVID-19. School social workers will also serve as the mental health liaison for the district.

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the **WAY Student/Parent Check-In Survey** results, a school social worker will reach out to individual students and families to determine the best way to assist. In addition we will use a daily check in form for students to express how they feel for the day and if they are ready to learn ([Check-In Survey Link](#)). The social workers will help connect the family to outside resources or agencies, if needed, to help meet their needs. Teachers, Mentors, and Administrative staff will monitor and assess the needs of students and families through their weekly communications and use of the Student Risk Screening Scale ([SRSS](#)) for all students in grades 6-12. SRSS is a free screener completed by staff. Our staff have been trained in its use and we will revisit that training before the start of the school year. If a need is identified, the teacher will elevate that need to the principal or social worker to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

Staff will also receive professional development on Love and Logic, restorative practices, mindfulness and trauma informed best practices. The professional development training will be completed by early September.

The district will update the crisis management plan to include information on COVID-19 protocols. The COVID-19 protocols will be a part of established pandemic and communicable disease protocols.

Our social workers will update WAY wellness resources that are available on the WAY website related to Covid-19 and other community wellness resources.

During stages 1-3 staff will have a daily COVID-19 symptom checking form. Staff will also have a voluntary mental health check-in form. Staff who identify health or mental needs will be provided available resources and contacts for seeking assistance. Resources will also be made available to staff and will include resilience and mindfulness strategies. Our school social workers will coordinate all mental health and wellness initiatives. ([Staff Survey Link](#))

Parents will have access to relevant return to school transition information via our online resources. The aim of these resources will be to aid parents in having meaningful conversation around COVID-19 destigmatizing, and help children cope with the trauma and understand self-care needed to promote health and wellness.

Phase 1, 2, or 3 Instruction

Governance:

WAY uses several instructional and intervention methods for remote learning. Our Director of Instruction, MTSS coordinator, and building directors along with the superintendent will oversee all relevant feedback from stakeholders and coordinate actions based on input from stakeholders.

Remote Instruction:

Our parents and students are aware that our remote learning functions as we are a Cyber School. New families receive an introduction into the remote learning environment, which also includes training on effective use of the parent portal for the monitoring of student progress. Parents also receive information through several communications on matters such as expected instructional time and resources to use at home to support student learning.

All staff are responsible for the academic progress. Teaching staff will be responsible for developing resources and working staff one on one and through PLC's, to continually develop and maintain staff effectiveness and knowledge of effective online instruction.

In the Fall every student will be assessed for academic levels using the Performance Series and NWEA MAP. The data gathered from testing will help with targeting academic needs and supports. WAY teaching staff and students will access curriculum and instruction through the HERO Learning System, phone calls, and video conferencing. The HERO learning platform allows teachers to instruct using text-to-speech, voice and video chat, and email. We also use several online programs to provide students additional support, i.e. ALEK math, Elevation, Let's go Learn, and Flocabulary.

If a student experiences technology difficulty it will be addressed. Replacement technology will be provided, if necessary. During times when technology may be unavailable, teaching staff can provide phone support through scribing for students and submitting work for them in the HERO learning platform.

The coordinator for each of our special population programs will work with teachers, families and MDE to ensure equity of access. Appropriate and meaningful material with required accommodations and policies will be followed. Teaching staff will review IEP's and 504 plans and develop continuations of service plans to make sure services will continue through live online platforms that include social work. Annual IEPs are continuing as required through virtual meetings. Additionally, resource room live lessons and office hours have been provided to support those students. Special education parents will be continually provided with the contact information for their special education teacher and support staff, along with weekly schedules. Our special education students are familiar with our platform and know how to contact general education teachers, as well as their special education teachers for support. Students will be contacted daily to ensure that their needs are being met.

ELL students will continue to receive support through classroom teachers and paraprofessionals. For students qualifying under the McKinney-Vento Act, our WAY liaison will connect with the families to ensure their needs are being met ensuring access to equipment, meals, and other needed resources.

Students transitioning into post-secondary will work with our college and career coaches to assure they have all the required material needed to secure admission into the institution of their choice.

Communication & Family Supports:

Specific staff are assigned to the role of communicating expectations with parents and students for time on task and removing any barriers to participation. Parents have access to the parent portal to monitor progress of their student throughout the curriculum. All parents are offered the opportunity to be trained in utilizing the parent portal.

Technology barriers include mediating computer issues and internet connectivity. Specific staff also work with students and families to address health and safety issues related to COVID-19 and the stay at home orders.

Parents monthly will have the opportunity to participate in an online survey and meet with their school director for feedback.

Professional Development:

Staff will receive professional development on Love and Logic, restorative practices, mindfulness and trauma informed best practices. The professional development training will be completed by early September.

Staff will meet regularly to share student data and develop action plans. Staff will be able to assist each other with any support regarding remote learning.

Monitoring:

We have a technology protocol in place. We track the assignment of technology provided to students within the WAY learning management platform, HERO. Each student has a computer and internet card assigned to them inside the system. We are able to track both the internet and computer to make sure they are working.

Teachers and support staff check in on students daily. Our Student Management System records all attendance information on students. Students who are not in attendance are contacted by our attendance liaisons and targeted for interventions.

Student progress is monitored closely through utilization of the HERO learning platform. Teachers are able to provide individualized academic feedback to students. It is important to note all students receive feedback on all work and are allowed to resubmit the work with corrections. Students also are able to monitor their academic process via a dashboard. HERO supplies detailed data that includes how long a student was online, what they worked on, and what they submitted. All data reports, in addition to those submitted weekly from mentors, teachers, team leaders, directors and support staff, are used to identify students who need academic and social interventions and support.

Phase 1, 2, or 3 Operations

Facilities:

WAY Director of operations coordinates with janitorial staff and building directors to monitor the supply of cleaning supplies, PPE, and review all guidance related to cleaning and disinfecting of buildings. While school buildings are closed, janitorial staff will clean buildings as needed.

Technology:

WAY provides all students with a computer and internet connectivity if needed. Technology is mailed out to homes and broken equipment is sent back to the school via Fed-Ex or UPS at no charge to families.

We have a technology protocol in place. We track the assignment of technology provided to students within the WAY learning management platform, HERO. We are able to track both the internet and computer to make sure they are working. The expectation is for students to work online for at least a total of 5-6 hours a day for all grades 6-12. Teachers are expected to work a full 8 hour day. Families that experience any technical issues are able to call our support line to receive help and replacement equipment if needed. We have established a protocol for reorder repair and replacement inside of our HERO system. We also have insurance policies in place for

all WAY devices covering accidental damage. At least yearly WAY reviews the need for updates to insurance coverage or technology policies.

W-A-Y implements a (PBL) project-based learning program that is competency based and standards focused. Our teaching and learning take place online and in person via the HERO Learning platform. Student progress is monitored closely in the HERO learning platform, enabling teachers to provide individualized academic feedback to students. It is important to note all students receive feedback on all work and are allowed to resubmit the work with corrections. Students also are able to monitor their academic process via their dashboard in HERO.

Budget, Food Service, Enrollment and Staffing:

WAY will work with the MDE to support a plan for hiring in a remote environment. WAY has been seeking and hiring staff that prefer remote work as a regular part of our operations. WAY budgets provide support for instructional materials and professional development for staff and students. Directors and the superintendent review and plan yearly budgets to meet this need.

WAY does not have a food program.

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

Phase 4 Safety Protocols

WAY does not operate a physical building for student instruction. Occasionally we meet with students face to face. State testing would be one such occasion. The plan below details what protocol and procedures will implement if we return to the physical building during phase 4 when face-to face meetings are required.

Personal Protective Equipment:

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) 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.
- Facial coverings must be worn by all students grades 6-12. Facial coverings must always be worn in all hallways and common areas by students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications to parents.
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on

their awareness of these policies before the students are permitted to meet with staff in any building.

- Building and grounds signage will be prominent throughout the main office and any areas used for group meetings. Signage will clearly identify who is required to wear face coverings in each designated area of the building or grounds.
- Fabric face coverings will be ordered and provided to every student and staff member who needs them. They will be placed in the main office area evening by the administrative assistant.
- Individuals (staff or students) who claim medical exemption will need to meet with the district Superintendent to provide rationale and documentation. (Begins Sept 1 and continues throughout the school year)
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff) and asked to put the face covering on.
- Students showing patterns of non-compliance will be removed from the meeting location. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continued removals from the meeting location will result in the student no longer being allowed to meet face-to-face with staff.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

Hygiene:

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the main office.
- Teachers and staff will contact the office immediately if supplies run out during the school day.
- Teacher or administration staff will teach students the following to students before a schedule face-to-face meeting (this may be done via video)
 - proper handwashing, how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students. Parents will also have access to videos on these topics.

- Custodial/Administrative staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues.
 - Signage related to cleaning and hygiene strategies in each room, restroom, throughout the main office.
 - Monitor hygiene supplies and refill as needed twice daily
 - Sharing supplies will be limited.

Spacing and Movement:

- Desk and seating will be spaced six feet apart.
- All seating will be facing the same direction as feasible.
- 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 district and school officials.
- Post signage to indicate proper social distancing will be placed throughout the main office and meeting location.
- In areas where lines may need to be formed, floor decals will mark six feet spacing. Floor/seating markings in waiting and reception areas will indicate six feet distances.
- Signs will be on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering the building will be screened for symptoms, asked for required facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- Six feet distancing in meeting area hallways will be maintained to the extent possible
- Dismissals and arrivals will be staggered to prevent congregating

Screening for Students and staff:

- Each School will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Each person entering the school main office or meeting location. This including staff and students will be screened for a fever.
- Each meeting location will identify a remote and secluded area to serve as an isolation area. This room/area will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, log sheets, and video surveillance.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities. This individual will have the flexibility to leave their regular assignment as needed.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained until the student or staff member is safely removed from the building. If the student is clinically unstable, an

ambulance will be called. We will leave the decision to have the student tested up to the parent or guardian.

- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and the available locations for testing.
- A designated person (office staff) will contact the student/family regularly after removal until test negative results are provided and verified before the student can meet with staff.
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (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. Those that develop symptoms will be sent home to work virtually until a negative test result is presented.
- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through an online form that they are safe to work. Staff will be required to have their temperature taken upon entry of the building which will be recorded on a separate, confidential document. ([Staff Daily Check-In](#))
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form and contacting their immediate supervisor. The school health official or Human Resources will monitor the form responses daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- Staff and students will not be able to return to any physical building until they have a negative test result and are symptom free for 24 hours without the use of medication.
- The school will follow the protocols from the local health department for students and staff who are identified as close contacts of someone who has tested positive for COVID-19 or has symptoms.

Testing and Responding to Positive Cases:

- Positive tests for staff members will result in a required quarantine away from the main office location for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations. Staff are allowed to continue working virtually.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (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. Those that develop symptoms will be sent home to work virtually until a negative test result is presented.

- WAY will follow the protocols from the local health department for students and staff who are identified as close contacts of someone who has tested positive for COVID-19 or has symptoms.
- WAY 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.
- Special education staff will 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.

Food Service:

WAY does not offer food service.

Extracurricular Activities:

All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people. If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.

Athletics:

- WAY does not have athletics.

Cleaning:

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for usage.
- The main office any meeting locations will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Administrative staff will walk the main office wiping all high frequency usage areas after the morning session of students

- The main office will have EPA-approved cleaning supplies stored in a safe location. Each staff member will wipe down all frequently used materials with EPA-approved disinfectant.
- During scheduled meeting time with students' staff will wipe down the students work area with EPA-approved disinfectant. All meeting locations will have the appropriate EPA-approved disinfectant.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

Busing Student Transport:

- WAY does not offer transportation.

Medically Vulnerable Students and Staff:

Students/families and staff who self-identify as high-risk for severe illness due to COVID-19 will be able to request alternative learning/meeting arrangements or work reassignments by contacting their school Director. Human resources will address all staff requests.

Special education staff will 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 updating their care plans as needed to decrease their risk for exposure to COVID-19.

Phase 4 Mental & Social-Emotional Health (Strongly Recommended)

Our school social workers will coordinate our mental health and wellness initiatives detailed below through working with and leveraging resources across local public health agencies, MDE, and community partners. An email will be made available to school stakeholders (COVID-19@wayprogram.net) to report any mental health concerns related to COVID-19. School social workers will also serve as the mental health liaison for the district.

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the **WAY Student/Parent Check-In Survey** results, a school social worker will reach out to individual students and families to determine the best way to assist. In addition we will use a daily check in form for students to express how they feel for the day and if they are ready to learn ([Check-In Survey Link](#)). The social workers will help connect the family to outside resources or agencies, if needed, to help meet their needs. Teachers, Mentors, and Administrative staff will monitor and assess the needs of students and families through their weekly communications and use of the Student Risk Screening Scale ([SRSS](#)) for all students in grades 6-12. SRSS is a free screener completed by staff. Our staff have been trained in its use and we will revisit that training before the start of the school year. If a need is identified, the teacher will elevate that need to the principal or social worker to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

Staff will also receive professional development on Love and Logic, restorative practices, mindfulness and trauma informed best practices. The professional development training will be completed by early September.

The district will update the crisis management plan to include information on COVID-19 protocols. The COVID-19 protocols will be a part of established pandemic and communicable disease protocols.

Our social workers will update WAY wellness resources that are available on the WAY website related to Covid-19 and other community wellness resources.

During phase 4 staff will have a weekly COVID-19 symptom checking form. Staff will also have a voluntary mental health check-in form. Staff who identify health or mental needs will be provided available resources and contacts for seeking assistance. Resources will also be made available to staff and will include resilience and mindfulness strategies. Our school social workers will coordinate all mental health and wellness initiatives. ([Staff Survey Link](#))

Parents will have access to relevant return to school transition information via our online resources. The aim of these resources will be to aid parents in having meaningful conversation around COVID-19 destigmatizing, and help children cope with the trauma and understand self-care needed to promote health and wellness.

Phase 4 Instruction

WAY operates a Cyber School. Face to Face Instruction is not practiced. W-A-Y Michigan (WAY) implements a (PBL) project-based learning program that is competency based and standards focused Cyber School. Our teaching and learning takes place 100% online via the HERO Learning platform. HERO is a full-service learning and data management system. WAY serves grades 6-12. Occasionally, staff may meet with students and families face to face. One example where we meet face to face is during state testing.

Governance:

WAY operates as a Cyber School. The district normally uses remote learning as part of our model. The district regularly communicates with both students and parents about their experience with the remote side of our blended learning. Our school will continue coordinating with students and parents through established channels of communication.

The Superintendent, Building Director, MTSS coordinator will oversee all relevant feedback from stakeholders and coordinate actions based on their input. The team will also remain connected with MDE about policies and guidance related to instruction.

Instruction before school opens:

WAY parents and students are aware of our remote learning plans and functions. New families receive an introduction into the remote learning environment, including training on effective use of the parent portal. The parent portal is used for the monitoring of student progress. Parents receive information through several communications channels. Communications include topics such as expected instructional time and resources for use at home to support student learning.

Communication and Family Supports:

WAY operates regularly as a Cyber School and meets all the strongly recommended items as part of our normal operations. Specific staff are assigned to the role of communicating expectations to parents and students for time on task and removing any barriers to participation online. Common barriers include mediating computer issues and internet connectivity. Also, staff are designated to work with parents at scheduled parent nights. Online parent nights covers topics related to helping your child succeed academically and socially.

Parents will have access to relevant face-to face meeting information via our online resources. The aim of these resources will be to aid parents in having meaningful conversation around COVID-19 destigmatizing, and help children cope with the trauma and understand self-care needed to promote health and wellness.

Professional Learning:

Love and Logic, restorative practices, mindfulness and trauma informed best practices. The professional developments will be completed by early September. Staff will have weekly regularly scheduled times to coordinate and plan lessons and receive professional development regarding academic and behavioral interventions.

Instruction After School Opens:

Student progress is monitored closely through utilization of the HERO learning platform. Teachers are able to provide individualized academic feedback to students. It is important to note all students receive feedback on all work and are allowed to resubmit the work with corrections. Students also are able to monitor their academic progress via a data dashboard. HERO supplies detailed data that includes how long a student was online, what they worked on, and what they submitted. All data reports, in addition to those submitted weekly from mentors, teachers, team leaders, directors and support staff, are used to identify students who need academic and social interventions and support.

Special population staff will work with teachers and families and MDE to ensure equity of access. Staff will assure appropriate and meaningful material with required accommodations and policies are provided. Teaching staff will review IEP's and 504 plans and develop continuations of service plans to make sure services will continue through live online platforms or face-to face if the families chooses the option, this includes social work.

Annual IEPs will continue as required through virtual meetings for those not ready to return to the building. Additionally, resource room live lessons and office hours will continue to be provided to support those students. Special education parents will be continually provided with the contact information for their special education teacher and support staff, along with schedules. Our special education students are familiar with our platform and know how to contact general education teachers, as well as their special education teachers for support. Students will be contacted daily to ensure that their needs are being met if they continue online.

Phase 4 Operations

Facilities:

WAY Director of Operations coordinates with building directors to monitor the supply of cleaning supplies, PPE, and review all guidance related to cleaning and disinfecting of buildings. Janitorial services are provided by the building we lease in for the main office. Directors will perform a documented walk through before students return to the building to assure all spaces are cleaned and ready. The walk through will occur at least monthly. Administrative assistants' staff shall keep a running inventory of material and supplies purchased and update/review the supply list weekly.

Administrative staff will be trained on the recommended protocols for effectively cleaning the school and follow CDC recommendations for face covering and other protective PPE to use when cleaning the building. Level 1 surgical masks are readily available to any staff who clean. Janitorial staff will keep bathrooms supplied with soap, water, and paper towels. Waste baskets will be emptied throughout the day.

Administrative staff will create a list of frequently touched surfaces that should be cleaned several times a day. Building staff will be trained in how to effectively clean and disinfect all core assets. Staff will also wear masks (level-1 and K-95 mask will be made available) and follow CDC guidance in conjunction with the [CDC Decision Tree](#) when performing cleaning duties. Janitorial staff will clean the buildings regularly over the summer.

Building Operations will work with the landlords of the building to assess HVAC systems at each building are running efficiently. Operations staff will monitor the ventilation systems in each building.

Each office area or meeting location will be equipped with soap or hand sanitizer. It will be readily available as persons enter and exit.

All areas of used facilities will have signage about frequent hand washing, cough etiquette, and nose blowing. The information will also be available through videos and digital posted materials

Staff will be trained in how to appropriately clean and disinfect high touch surfaces through video and printed materials. Staff will be alerted and provide updated cleaning information as recommended by OSHA or the CDC.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

The Superintendent and building leadership will walk through and document as to each school's readiness to open.

Budget, Enrollment, and Staffing:

The Superintendent and Human Resource department will develop a staffing plan that accounts for returning staff. Our staffing plan will account for staff who are not returning or in a high risk group.

The Parent/Student handbook will be updated to reflect policy changes. Policy changes for the 2020-2021 school year will be highlighted.

New school staff will have to go through the COVID-19 expectations and protocols before they are able to begin working with students and staff.

Technology:

WAY provides students with a computer and internet connectivity as needed. Technology is mailed out to homes and broken equipment is sent back to the school via Fed-Ex or UPS at no charge to families. Each delivered device includes information on the cleaning protocols taken during packing and shipping.

WAY has a technology protocol in place. We track the assignment of technology assigned to students inside of our learning management platform HERO. Each student has a computer and internet card assigned to them inside the system. We are able to track both the internet and computer to make sure they are working. Families experiencing technical issues are able to call our support line to receive help and replacement equipment. The student Team Leader in the school serves as their technology liaison. Staff works to remove any technology barriers. We have established a protocol for reorder, repair and replacement within the HERO system. We also have insurance policies in place for all our devices that cover accidental damage. At least yearly WAY reviews the need for updates to insurance coverage or technology policies.

Transportation:

WAY does not provide transportation.

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

Phase 5 Safety Protocols

W-A-Y Michigan (WAY) implements a (PBL) project-based learning program that is competency based and standards focused Cyber School. Our teaching and learning takes place 100% online via the HERO Learning platform. HERO is a full-service learning and data management system. WAY serves grades 6-12. Occasionally, staff may meet with students and families face to face. One example where we meet face to face is during state testing. All of the safety measures that were implemented in stage 4 will continue in phase 5.

Personal Protective Equipment:

- Facial coverings must be worn by 6-12 students and staff. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must be worn in meeting locations and throughout any building by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one.

Hygiene:

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the main office.
- Teachers and staff will contact the office immediately if supplies run out during the school day.
- Teacher or administration staff will teach students the following to students before a schedule face-to-face meeting (this may be done via video)
 - proper handwashing, how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students. Parents will also have access to videos on these topics.
- Custodial/Administrative staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues.
 - Signage related to cleaning and hygiene strategies in each room, restroom, throughout the main office.
 - Monitor hygiene supplies and refill as needed twice daily
 - Sharing supplies will be limited.

Spacing, Movement and Access:

- Desk and seating will be spaced six feet apart.
- All seating will be facing the same direction as feasible.

- 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 district and school officials.
- Post signage to indicate proper social distancing will be placed throughout the main office and meeting location.
- In areas where lines may need to be formed, floor decals will mark six feet spacing.
- Floor/seating markings in waiting and reception areas will indicate six feet distances.
- Signs will be on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering the building will be screened for symptoms, asked for required facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- Six feet distancing in meeting area hallways will be maintained to the extent possible
- Dismissals and arrivals will be staggered to prevent congregating

Screening Students, Staff, and Guests:

- The designated quarantine area and a staff person will be maintained to care for children who become ill at any meeting location.
- Any students who become ill with symptoms of COVID-19 at school will be placed in an 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.
- Symptomatic students sent home from school will be kept from face-to-face meetings until they have tested negative or have completely recovered according to [CDC guidelines](#).
- Strict records, including date and time, should be kept of non-school employees or other and exiting the building will continue to be maintained.
- Parents or guardians will continue to be encouraged to ask their children or monitor for symptoms of COVID-19, including cough, fever, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student for face-to-face meetings
- Special education staff will review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans). Students with special healthcare needs will be accommodated and their care plans updated as needed to decrease risk for exposure to COVID-19.

Testing Protocols for Students and Staff and Responding to Positive Cases:

- Students who develop fever or become ill with symptoms of COVID-19 at meeting locations should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.

- Staff who develop fever or become ill with symptoms of COVID-19 at a meeting location or main office should wear a mask and should be transported for off-site testing.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home kept home until they have tested negative or have been released from isolation according to CDC and/or local health department guidelines.
- Staff and students who test positive will not be able to return to any physical building until they have a negative test result and are symptom free for 24 hours without the use of medication.
- The school will follow the protocols from the local health department for students and staff who are identified as close contacts of someone who has tested positive for COVID-19 or has symptoms.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (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 should be closely monitored for any symptoms. At this time, empiric testing of all students in a meeting location is not recommended. Only those that develop symptoms require testing.

Responding to Positive Tests Among Staff and Students:

WAY will cooperate with the local public health department regarding implementing protocols for screening students and staff.

- WAY will identify a remote and secluded area to serve as an isolation area. This room/area will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, log sheets, and video surveillance.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained until the student or staff member is safely removed from the building. If the student is clinically unstable we will call an ambulance. We will leave the decision to have the student tested up to the parent or guardian.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- Before the student can return to school, a designated person (office staff) will contact the student/family regularly after removal until test results are provided and verified.
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection.

Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.

- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through an online form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to report to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form and contacting their immediate supervisor. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.
- Staff and students who test positive will not be able to return to a physical building until they have a negative test result and are symptom free for 24 hours without the use of medication.
- The school will follow the protocols of the local health department protocol for students and staff who are identified as close contacts to someone who has tested positive for COVID or has symptoms.
- The school will follow the protocols from the local health department for students and staff who are identified as close contacts of someone who has tested positive for COVID-19 or has symptoms.
- WAY 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).

Food Service:

Food Service will be a pre-packed lunch provided to students in their classroom or work areas.

Staff serving lunches will wear glove gloves, face shields, and surgical masks. Staff and students will wash hands before and after service.

Gathering, and Extracurricular Activities:

All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people. If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.

Athletics:

WAY does not offer athletics.

Cleaning:

- Frequently touched surfaces including lights, doors, benches, and bathrooms will undergo regular cleaning with either an EPA- approved disinfectant or diluted bleach solution.
- Office and meeting locations will 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.
- Office spaces will undergo at least every four hours with either an EPA approved disinfectant or diluted bleach solution.
- Student workspaces will be wiped down with either an EPA approved disinfectant or diluted bleach solution after every class period.
- WAY does not have playground structures or athletic programs.
- Administrative staff 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 such products. The director of operation will check on these procedures to make sure they are being adhered to.

Busing and Student Transportation:

WAY does not offer transportation.

Medically Vulnerable Students and Staff:

- Students/families and staff who self-identify as high-risk for severe illness due to COVID-19 will be able to request alternative learning/meeting arrangements or work reassignments by contacting their school Director. Human resources will address all staff requests.
- Special education staff will 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 updating their care plans as needed to decrease their risk for exposure to COVID-19.

Phase 5 Mental & Social-Emotional Health

Our school social workers will coordinate our mental health and wellness initiatives detailed below through working with and leveraging resources across local public health agencies, MDE, and community partners. An email will be made available to school stakeholders (COVID-19@wayprogram.net) to report any mental health concerns related to COVID-19. School social workers will also serve as the mental health liaison for the district.

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the **WAY Student/Parent Check-In Survey** results, a school social worker will reach out to individual students and families to determine the best way to assist. In addition we will use a daily check in form for students to express how they feel for the day and if they are ready to learn ([Check-In Survey Link](#)). The social workers will help connect the family to outside resources or agencies, if needed, to help meet their needs. Teachers, Mentors, and Administrative staff will monitor and assess the needs of students and families through their weekly communications and use of the Student Risk Screening Scale ([SRSS](#)) for all students in grades 6-12. SRSS is a free screener completed by staff. Our staff have been trained in its use and we will revisit that training before the start of the school year. If a need is identified, the teacher will elevate that need to the principal or social worker to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

Staff will also receive professional development on Love and Logic, restorative practices, mindfulness and trauma informed best practices. The professional development training will be completed by early September.

The district will update the crisis management plan to include information on COVID-19 protocols. The COVID-19 protocols will be a part of established pandemic and communicable disease protocols.

Our social workers will update WAY wellness resources that are available on the WAY website related to Covid-19 and other community wellness resources.

During Phase 5 staff will have a daily COVID-19 symptom checking form. Staff will also have a voluntary mental health check in form. Staff who identify health or mental needs will be provided available resources and contacts for seeking assistance. Resources will also be made available to staff and will include resilience and mindfulness strategies. Our school social workers will coordinate all mental health and wellness initiatives. ([Staff Survey Link](#))

Parents will have access to relevant return to school transition information via our online resources. The aim of these resources will be to aid parents in having meaningful conversation around COVID-19 destigmatizing, and help children cope with the trauma and understand self-care needed to promote health and wellness.

Phase 5 Instruction

Our plan does not differ from phase four. The WAY learning model will continue to execute 100% virtual option, which has been our practice pre COVID-19.

Phase 5 Operations

WAY Director of Operations coordinates with building directors to monitor the supply of cleaning supplies, PPE, and review all guidance related to cleaning and disinfecting of buildings. Janitorial services are provided by the building we lease in for the main office. Directors will perform a documented walk through before students return to the building to assure all spaces are cleaned and ready. The walk through will occur at least monthly. Administrative assistants shall keep a running inventory of material and supplies purchased and update/review the supply list weekly.

Administrative staff will be trained on the recommended protocols for effectively cleaning the school and follow CDC recommendations for face covering and other protective PPE to use when cleaning the building. Level 1 surgical masks are readily available to any staff who clean. Janitorial staff will keep bathrooms supplied with soap, water, and paper towels. Waste baskets will be emptied throughout the day.

Administrative staff will create a list of frequently touched surfaces that should be cleaned several times a day. Building staff will be trained in how to effectively clean and disinfect all core assets. Staff will also wear masks (level-1 and K-95 mask will be made available) and follow CDC guidance in conjunction with the [CDC Decision Tree](#) when performing cleaning duties. Janitorial staff will clean the buildings regularly over the summer.

Building Operations will work with the landlords of the building to assess HVAC systems at each building are running efficiently. Operations staff will monitor the ventilation systems in each building.

Each office area or meeting location will be equipped with soap or hand sanitizer. It will be readily available as persons enter and exit.

All areas of used facilities will have signage about frequent hand washing, cough etiquette, and nose blowing. The information will also be available through videos and digital posted materials

Staff will be trained in how to appropriately clean and disinfect high touch surfaces through video and printed materials. Staff will be alerted and provide updated cleaning information as recommended by OSHA or the CDC.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

The Superintendent and building leadership will walk through and document as to each school's readiness to open.

Budget, Food Service, Enrollment, and Staffing:

The Superintendent and Human Resource department will develop a staffing plan that accounts for returning staff. Our staffing plan will account for staff who are not returning or in a high risk group.

The Parent/Student handbook will be updated to reflect policy changes. Policy changes for the 2020-2021 school year will be highlighted.

New school staff will have to go through the COVID-19 expectations and protocols before they are able to begin working with students and staff.

Technology:

WAY provides students with a computer and internet connectivity as needed. Technology is mailed out to homes and broken equipment is sent back to the school via Fed-Ex or UPS at no charge to families. Each delivered device includes information on the cleaning protocols taken during packing and shipping.

WAY has a technology protocol in place. We track the assignment of technology assigned to students inside of our learning management platform HERO. Each student has a computer and internet card assigned to them inside the system. We are able to track both the internet and computer to make sure they are working. Families experiencing technical issues are able to call our support line to receive help and replacement equipment. The student Team Leader in the school serves as their technology liaison. Staff works to remove any technology barriers. We have established a protocol for reorder, repair and replacement within the HERO system. We also have insurance policies in place for all our devices that cover accidental damage. At least yearly WAY reviews the need for updates to insurance coverage or technology policies.

Transportation:

WAY does not offer transportation.

Phase 6 Safety Protocols:

WAY will follow all recommended safety protocols in phase six as part of a continued effort to maintain a clean and safe school environment.

Hygiene:

- Provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer with at least 60% alcohol for safe use by staff and older students, paper towels, and tissues)
- Continue Teaching and reinforcing handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Systematically and frequently check and refill soap and hand sanitizers. Encourage 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 with soap and water for at least 20 seconds.

Responding to Positive Tests Among Staff and Students:

- In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the areas exposed must be immediately closed until cleaning and disinfection can be performed.
- If the person was in a building without a facial covering, or large areas of the meeting space were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision must be made in concert with the local public health department.
- Cleaning staff will wear a surgical mask when performing cleaning of these areas along with gloves and face shield.
- Before the student or staff can return to a meeting location or office, a designated person (office staff) will contact the student/family regularly after removal until test results are provided and verified.
- Staff and students who test positive will not be able to return to a physical building until they have a negative test result and are symptom free for 24 hours without the use of medication.
- The school will follow the protocols from the local health department for students and staff who are identified as close contacts of someone who has tested positive for COVID-19 or has symptoms.

Van Atten-Densmore, Amy Sue

From: COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>
Sent: Monday, August 10, 2020 5:07 PM
To: Van Atten-Densmore, Amy Sue
Subject: [External] COVID-19 Preparedness and Response Plan Submission Complete



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

Thank you for your recent submission of your COVID-19 Preparedness and Response Plan Submission.

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