



Hillsdale Preparatory School COVID-19 Preparedness and Response Plan

Address of School District: 160 W. Mechanic Road, Hillsdale, MI 49242

District Code Number: 30901

Building Code Number(s):08482

District Contact Person: Anne Fowler, Head of School

District Contact Person Email Address:Annie.Fowler@hillsdaleprep.org

Local Public Health Department: Branch Hillsdale St. Joseph

Local Public Health Department Contact Person Email Address: Rebecca Burns;
burnsr@bhsj.org; 517-933-3040

Name of Intermediate School District: Hillsdale ISD

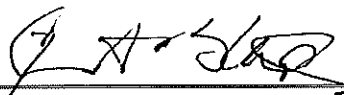
Name of Authorizing Body: Grand Valley State University

Date of Adoption by Board of Directors: July 28, 2020



Assurances

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



President of the Board of Directors

7/28/2020

Date



Introduction and Overview

Hillsdale Preparatory School is a K-8 charter school in a rural community in southern Michigan. The school serves approximately ninety students in self-contained classrooms. The school offers a curriculum that blends classical education with modern instructional techniques. Since March, Hillsdale Preparatory School has continued student learning in a variety of ways. When schools initially closed, students were sent home with learning packets to reinforce previously learned skills. Once it was determined that school would remain closed for the remainder of the school year, Hillsdale Prep quickly transitioned to online learning through the use of Google Classroom in all grade levels.

Our mission at The Hillsdale Preparatory School is to impart the knowledge and academic skills with which our students can advance to schools of higher learning, and become educated, productive, responsible citizens of America. Hillsdale Preparatory School symbolizes a partnership among the students, parents, faculty, administration, and staff. These partners are united in their commitment to our common objectives and dedicated to our Mission Statement. As role models and instructors, Hillsdale Preparatory teachers are valued by students and parents for their caring attitudes. Intelligence, effective teaching ability, loyalty, and responsibility are characteristics we expect of the faculty. The bar is held equally high for the students of Hillsdale Preparatory School. Parents expect and appreciate direct and frequent communication from the faculty and administration regarding their children.

This mission has guided our work by planning opportunities for students to receive the same quality of education that they have come to know and expect from Hillsdale Prep, even in the midst of a pandemic. Parents have remained informed throughout the course of school closures and the reopening planning process. Regular communication through email, our social media page, letters, our school app and surveys have been consistent to keep parents informed and active in the decision making process. We view our school community as a family and these communications are of the utmost importance to maintain the relationships that we value so deeply.

In developing the Preparedness Plan, the guiding principles that we used were stakeholder involvement, options that meet the needs of all students and their families and providing a consistent educational opportunity across options and phases. The committee considered strongly recommended practices in the guidelines that kept the safety of staff and students as a top priority, while still considering the feasibility of each recommendation.

A committee of four staff members volunteered to be a part of Hillsdale Preparatory School's Summer Planning Committee. The committee worked with the Head of School and Administrative Assistant to develop the Preparedness Plan. The Head of School collected information from webinars from MSU and MAPSA, meetings with Hillsdale county local and ISD superintendents, biweekly check ins with GVSU school consultant and weekly Collaborate Work Groups with other leaders of Grand Valley State University authorized charter schools. The information gathered by the Head of School was then shared via email, virtual meetings and in person meetings with the Summer Planning Committee. During these discussions, the committee explored options and brainstormed ideas of how to implement possible



school operation scenarios. When the Governor's guidance was released on June 30th, the Summer Planning Committee was ready to finalize details of the discussions and create this plan based on the requirements and strong recommendations of each subsection within each phase. Prior to the plans submissions, it was shared with all staff members for review and feedback. Once the plan is approved, it will be released to the public and a virtual town hall will be met to discuss parents' questions and comments.



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

Phase 1, 2, or 3 Safety Protocols

Personal Protective Equipment and Hygiene

Hillsdale Preparatory School will be closed for in-person instruction in Phases 1-3. Essential staff will work from the building to ensure minimal operations, including virtual instruction take place. Each staff member will be assigned to a specific work area. When staff leave their work area to enter common areas such as the restrooms, hallways or office, they must wear a facial covering. When in their designated work area, staff must maintain social distancing protocols and refrain from entering others' work areas.

Spacing and Movement

In Phases 1-3, Hillsdale Preparatory School will be closed for in-person instruction. The school building will not be used by a licensed child care provider unless county-wide emergency needs, coordinated by Hillsdale County ISD Superintendent, deems space necessary in the building.

During Phases 1-3, Hillsdale Preparatory School employees will report to the building for the purpose of conducting basic school operations, including remote instruction. These employees include administrators and office staff and custodial staff for the purpose of maintaining routine and basic operations of the school building and its programs. Classroom teachers will report to the building and work in isolation from their individually assigned classrooms in order to have access to reliable internet connection, have access to instructional materials and resources and to maintain a structured learning environment that is consistent throughout all grades levels served by Hillsdale Preparatory School. Teachers will be present in the school building Monday through Friday for specific hours for the purposes including but not limited to providing live instruction, recording instructional videos, providing small group or individual virtual support, researching and creating resources and materials, planning future lessons, grading assignments and providing feedback, etc.

Screening Students

Hillsdale Preparatory School will be closed for in-person instruction and students will not be allowed to enter the building in Phases 1-3.

Responding to Positive Tests Among Staff and Students

Hillsdale Preparatory School will be closed for in-person instruction. However, since essential staff will still work from individual classrooms during Phases 1-3, the school will follow local health department guidelines and recommendations when responding to positive tests among staff. This will include, but not be limited to dispatching a staff member that has testing positively to work remotely from their home during the quarantine period. Shall a staff member be too ill to work remotely, a staff member will be assigned to take over instructional responsibilities for the positive staff member during the quarantine



period and until they are well enough to work remotely or until they have been medically cleared to return to the building.

Food Service, Gathering and Extracurricular Activities

Hillsdale Preparatory School does not provide a hot lunch program, therefore there will be no direct food distribution for eligible students during Phases 1-3. To ensure that these students' needs are being met, Hillsdale Prep will consult with other local superintendents in Hillsdale County and provide their food distribution schedules and information to Hillsdale Preparatory School families.

Under Phases 1-3, all extracurricular activities and the use of school space for events and activities beyond what is necessary for essential operations will be suspended.

Staff meetings, Board of Directors meetings, Parent Advisory and other committee meetings will be held virtually, when allowable, during Phases 1-3.

Athletics

Under Phases 1-3, all athletics will be suspended.

Cleaning

While the school building is closed during Phases 1-3, cleaning protocols will follow the requirements outlined in Phase 4, with the exception of protocols that are specific to students. The reason for this will be that staff members will still work from the building and therefore individual classrooms, bathrooms, light switches, etc. will still need to be disinfected every day throughout the day.

Cleaning requirements outlined in Phase 4:

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely with adequate ventilation when staff use products.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

Busing and Student Transportation

Hillsdale Preparatory School does not provide transportation, therefore suspension of bussing will not be necessary in Phases 1-3.



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

The following are strongly recommended for schools under Phases 1-3 of the Return to School Roadmap:

- Schools should implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Establish and communicate guidelines to all staff regarding identification and rapid referral of at risk students to appropriate building-level support teams.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
 - Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) 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.
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - Destigmatization of COVID-19.
 - Understanding normal behavioral response to crises.



- General best practices of talking through trauma with children.
- Positive self-care strategies that promote health and wellness.

Hillsdale Preparatory School will not implement a mental health screening for all students by a trained professional. A trained mental health professional, such as a general education school social worker or a counselor, is not on staff at Hillsdale Preparatory School. Hillsdale Preparatory School leadership, in collaboration with assigned ISD school social worker, will establish and communicate guidelines to all staff regarding identification and referral of at-risk students to building-level support teams, including the Child Study Team. Staff will be provided with ongoing training and professional development through in-house planned sessions, MiSafeSchools and Michigan Virtual focused on topics such as: social-emotional learning, trauma-informed best practices, identification of students at risk, local protocols for referral and self-care. Staff will be provided training of the Hillsdale Preparatory School crisis management plan to understand what resources are available and how they can be leveraged in the event of significant events such as the loss of a student or staff member. Staff will regularly screen and evaluate the mental health status of students by using the Illuminate social-emotional screening (SAEBRS) tool at least once per quarter. Hillsdale Preparatory School will be provided resources for self-care including resiliency strategies and paid time off for mental health purposes. The Head of School will act as the mental health liaison who will work across the school with local public health agencies and community partners. School stakeholders will use communication channels such as the Head of School's email address, and a Google Form on the school website to address mental health concerns resulting from COVID-19. Hillsdale Preparatory School will communicate with parents and guardians via email, the school app, letters, the school website, SMS text messages and phone calls to relay information on school transition information. Additionally, the Head of School will hold frequent virtual town hall meetings focused on topics such as: understanding normal behavior responses to crises, talking through trauma with children, positive self-care strategies and destigmatization of COVID-19.



Phase 1, 2, or 3 Instruction

Governance

A summer planning committee was created led by the Head of School and comprised of three classroom teachers and a paraprofessional to create Hillsdale Preparatory School's Return to Learning plan.

Feedback from teachers and parents on the Continuity of Learning plan from the spring of 2020, lead to the conclusion that live instruction would need to be a requirement for online learning in the future. This feedback was received through the use of a Google Form survey for parents and a separate survey for teachers. Additional feedback was also collected through the use of direct phone contact between the Head of School and parents.

The district remote learning plan will be shared with Hillsdale Prep families via email, mail letters and a copy will be placed on the school's website.

Remote Instruction

Instruction will take place online in Phases 1-3. Hillsdale Preparatory School will use the platform SeeSaw for grades kindergarten and first grade and Google Classroom for grades 2-8. All assignments, instructional videos, directions and teacher feedback will be done through these digital platforms. Teachers and students will use Google Meet to interact during daily live instruction.

During the first few weeks of school, Hillsdale Prep will assess all students in grades K-8 using NWEA Map Growth and FastBridge Learning screening tools virtually to inform instructional decisions and to understand where students are academically.

To ensure that learning and progress continue, Hillsdale Prep will monitor teachers in providing ongoing feedback to class assignments and teacher made assessments.

For students with disabilities, Hillsdale Preparatory School will have the special education teacher as a co-teacher in each Google Classroom so that proper support and accommodations can be made to online assignments. Additionally, the special education teacher will use Google Meet to provide virtual live instruction and check-ins for students with IEPs. IEPs that cannot be carried out fully due to distance learning will have a contingency of learning plan written or the IEP will be amended if the circumstances call for it. Auxiliary services will be coordinated by and with Hillsdale County ISD to determine appropriate and feasible methods to deliver these services remotely.

Special Education teachers will have, at a minimum, weekly check-ins with General Education teachers of the students in which they serve. These check-ins will take place via phone or Google Meet. Each collaboration session will be logged on Distance Learning Logs and



monitored by the Head of School to ensure compliance and continual communication amongst staff in order to best serve students.

Hillsdale Preparatory School will not provide supports for students transitioning to postsecondary because the school serves students K-8, therefore no students will be transitioning to postsecondary schools.

General Education teachers will have scheduled biweekly check-ins with the Head of School to discuss curriculum, ongoing monitoring of student progress, specifically focusing on the academic progress of students in need of additional support.

Hillsdale Preparatory School will remain connected with MDE about policies and guidance through the Head of School. She will read and maintain records of email communication from MDE and share pertinent information with Hillsdale Prep staff. Additionally, the Head of School will maintain frequent communication with Hillsdale Preparatory School's charter authorizer, Grand Valley State University to ensure that the school remains connected with all MDE policies and guidance around remote instruction.

Hillsdale Preparatory School will develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers in accordance with Hillsdale County Intermediate School District's plan for ancillary services.

Communication & Family Supports

Teachers will make biweekly phone calls to all students in their class to ensure that relationships are being maintained and to solicit feedback about the learning platform, social/emotional health and technology difficulties; including by not limited to the reliability of their internet connection, especially if students are using school provided hot spots.

Hillsdale Preparatory School will use the school app to communicate via text message, the school's webpage and social media. Additionally, the Head of School will use mailed letters and email to communicate the following:

- Expectations around the duration of the close and reopening
- Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time and estimated workload.
- Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child.
- Training on accessing and using Google Classroom and Google Meet.



Professional Learning

All teachers at Hillsdale Preparatory School will participate in extensive Google training through Grand Valley State University.

Weekly staff meetings will be scheduled virtually to allow teachers time to provide feedback about the distance learning plan, as well as to collaborate with one another and share knowledge, exchange ideas, discuss data results, progress monitoring and to build capacity around high-quality remote learning.

A staff Google Classroom will also be available for teachers to collaborate. This will allow teachers to create consistency and appropriateness of workload and expectations, share knowledge, continuously learn, exchange ideas, success and failures around remote learning.

Restorative Justice coaching and practices training, originally planned for in-person, will be provided remotely during Phases 1-3 by Hillsdale Preparatory School's Restorative Justice coach to address social-emotional learning and culturally responsive education.

Monitoring

In the spring of 2020, a technology survey was circulated to all Hillsdale Preparatory School families to determine student access to internet-ready devices and reliable internet access. The survey results from the spring will be used to determine connectivity and access to all students during the 2020-21 school year. Students that are new to Hillsdale Prep during the 2020-21 school year will be sent the survey to complete prior to the beginning of the school year to ensure that information on all students is available.

Students will need access to school owned iPads and Chromebooks and reliable internet. Each student will get a white board and dry erase markers in order to participate in guided practice during live instruction. Students that do not have reliable internet access will be provided a hot spot at the school's expense. Additionally students will need access to Google Suite for education including but not limited to email, Google Classroom and Google Meet.

Engagement and attendance will be monitored by the assigned classroom teacher. Engagement will be monitored based on students' completion of assignments. Attendance will be taken in PowerSchool and will be based on daily participation and logging on to Google Meet live instructional meetings.

Teachers will assess the quality of student work and provide feedback to students and families within 48 hours of the assignment being turned in. Teachers will provide feedback in a variety of ways including; individual Google Meet sessions, use of the comment section on electronic assignments in Google Classroom and the electronic gradebook, PowerSchool, which parents will be provided access to.



Phase 1, 2, or 3 Operations

Facilities

Hillsdale Preparatory School has worked with Hillsdale ISD to coordinate and secure cleaning and disinfectant supplies. Additionally, the school works with a local office supply business in order to buy sufficient supplies of office supplies, cleaning and disinfecting supplies and PPE, including face coverings, hand sanitizer and gloves. Prior to the beginning of the school year, Hillsdale Preparatory School will secure a minimum of three months' supply of the above items so that product shortages and disruptions in the supply chain will not leave the school with a lack of these important items. After the school year begins, inventory will be taken no less than once per month to ensure that the school has adequate supplies available and at least two month supply of all necessary items are on site at any given time.

The custodial staff and Head of School will do a biweekly facility walk through to ensure that the school is in good working order to prepare for the subsequent return of students.

School cleaning and disinfection protocols will be executed in accordance with the cleaning protocols outlined in the Safety Protocols portion of this plan.

Custodial staff will wear surgical masks, gloves and face shields when performing cleaning duties.

Hillsdale Preparatory School will not create a contingency plan to coordinate the use of school buildings for essential actions including elections, food distribution and child care because the school buildings are not used for these actions under normal operating circumstances.

Technology

In the spring of 2020, a technology survey was circulated to all Hillsdale Preparatory School families to determine student access to internet-ready devices and reliable internet access. The survey results from the spring will be used to determine connectivity and access to all students during the 2020-21 school year. Students that are new to Hillsdale Prep during the 2020-21 school year will be sent the survey to complete prior to the beginning of the school year to ensure that information on all students is available.

Hillsdale Preparatory School will appoint the Administrative Assistant as the single point of contact to plan and communicate with district technology teams, including the liaison between the school and the JCISD Technology consortium representatives.

Training in Google Classroom will be provided for all Hillsdale Prep educators to adapt remote learning for the classroom.



Hillsdale Preparatory School will identify the Administrative Assistant as a device and general technology support lead for the school. Given the size of the school, it is not necessary to provide additional support through the use of parent volunteers.

The Administrative Assistant will be assigned as the technology process leader and her contact information will be posted on the school's website.

Hillsdale Preparatory School will not identify family technology liaisons to support communication regarding the use of technology and serve as a "help desk".

Hillsdale Preparatory School owns 145 HP Chromebooks, which were secured prior to the pandemic. The school's enrollment is currently under 90 students, which allows for each student to have access to their own device to use for distance learning. This number allows for extra devices to be available and allows for easy swap out of devices when one breaks, without a student being without a device during distance learning. Additionally, Hillsdale Prep has secured a quote for the purchase of 15 iPads for use for kindergarten and first grade students to be able to easily navigate online platforms that better meet their developmental needs. Hillsdale Preparatory School surveyed families to determine the accessibility to reliable internet and to internet ready devices. Using that information, Hillsdale Prep was able to identify families in need of school owned devices and hot spots. Students will have the option to use their own personal devices for distance learning, but will have the access to school owned devices and will be encouraged to use school owned devices so that support can be given for technical difficulties. An inventory of each device is kept by school office staff so that each can be properly accounted for and it is known who the device is assigned to and missing and broken devices can be easily tracked back to individual students and staff.

- Devices will be distributed to each family by designating three dates and times for material pick up. Families will drive up to the front of the school and the materials will be placed in the back of their car or trunk by staff members wearing face coverings and gloves. One staff member will review the list of materials distributed to each student in the family and will make note of the name of the person picking up the materials. Gloves will be changed between each car and hands, pens, clipboards, etc. will be sanitized.
- When devices need repair, it will be collected outside of the main entrance of the school. The device will be placed into a plastic bag to sit for three days prior to the JCISD tech department providing service to the equipment. A "loaner" device will be given to the student using the above protocols to ensure that they are not without equipment for distance learning while their assigned device is being serviced. Upon repair, the device will be returned to the student using the above protocols.
- All devices will be returned to the school at the end of distance learning or at the completion of the school year, whichever comes first. Devices will be collected by Hillsdale Preparatory School using the same safety protocols as listed in the first bullet above.

Hillsdale Preparatory school will not identify an asset tracking tool. This process will take place in house.

Hillsdale Preparatory school will not identify a vendor to assist with processing, returning and maintaining devices. This process will take place in house.

WiFi access points and wire network devices will be tested in accordance with recommendations of JCISD technology consortium assigned staff.



A technology support plan for families will be included in regular communications to families throughout distance learning. The plan will include who to contact about which type of technology difficulties and their contact information. Additionally, the plan will include some general troubleshooting scenarios which were encountered periodically through distance learning in the spring of 2020.

Device usage will be monitored by families in accordance with the acceptable use policy. Compliance with online learning programs will be monitored in collaboration between families and Hillsdale Prep teachers.

Support programs to ensure that students and families can access online teaching and troubleshoot problems with access will be monitored by teachers through biweekly check-ins and monitoring of student engagement. When students are determined to not log on or be engaged in online learning, the teacher will reach out to parents to determine the cause. When technology difficulties are the cause of disengagement, the teacher will first try to troubleshoot the problem with the family or student. If the problem cannot be solved, the student will be referred to the Administrative Assistant to create a plan for support to continue access to online learning.

To ensure that students can submit assignments and be evaluated accordingly, teachers will provide explicit written directions via Google Classroom as to how each assignment should be completed and turned in. Instructional videos will also be provided to help support students being able to navigate Google Classroom and SeeSaw learning platforms. The instructions will include where to find assignments, how to tell if you have incomplete or overdue assignments, how to tell if an assignment has been turned in, and how to review and respond to teacher comments and feedback.

Hillsdale Preparatory School will provide Google Classroom training through webinars hosted by Grand Valley State University to train staff on the Google Classroom platform and tools. Additionally, the Head of School will set aside time during weekly staff meetings to discuss difficulties with the platform and the tools to determine future training needs for staff.

In the spring of 2020, Hillsdale Preparatory School's Acceptable Use Policy was reviewed, updated and approved by the Board of Directors to meet the technology policy changes needed for online learning including acceptable use of school devices and internet, privacy policies and accidental damage, theft and loss of technology. This revised policy will be used for the 2020-21 school year for distance learning under Phases 1-3.

Budget, Food Service, Enrollment and Staffing

During distance learning, teachers will work from the school building to provide instructional resources and materials to staff. Students will receive instructional resources and materials through material pick ups, as needed to return and receive new books and materials based on the instructional programming.

Should hiring be needed during Phases 1-3, the Head of School will interview remotely using video conferencing technology.

Hillsdale Preparatory School does not provide student meals or nutrition services. However, a list of alternative meal options will be provided to families via the school's website.



Expectations, including attendance expectations and time on schooling by grade level for students and teachers will be communicated to families via mailed letters, email and the school app. Online instruction will be expected to mirror in-person instructional times, minus the time spent in lunch, recess, specials and transitions. Each teacher will determine the exact minutes spent each day on explicit instruction in the core areas (ELA, Math, Science and Social Studies) and those time frames will be shared with families in each grade level.

During distance learning, teachers will remain assigned to their individual classes. The title I teacher will remain in that role to support and co-teach classes with multi-aged students by becoming a co-teacher in each of those Google Classrooms. She will continue to serve these classrooms by collaborating and planning meaning lessons and small group activities with the classroom teacher. Additionally, she will provide support and interventions to students using Google Meet in order to ensure progress monitoring continues remotely. The online learning facilitator will redeploy to assist teachers with communication, engagement and assisting with the creation of assignments that meet the requirements of an online platform. The custodian will remain full time, engaged in cleaning and disinfecting protocols in order to keep the building safe for staff who are working from their classrooms. The Head of School and Administrative Assistant will continue to work from the school building. No other employees work at the school, therefore no one will need to be redeployed in a way that is drastically different from their in-person instructional duties.



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

Phase 4 Safety Protocols

Under Phase 4, Hillsdale Preparatory School will offer in-person instructions to all students five days a week, full-time. With six classrooms and less than 90 students in the building at any given time, the school is confident that a full time schedule can be handled safely and is what is best for students and teachers. Additionally, students who do not feel comfortable attending in-person instruction will be given the option of online learning, which will mimic in-person instruction so that all students have access to the same content, instruction and assignments.

Personal Protective Equipment and Hygiene

All staff members will wear a face covering all day, every day, except for during meals. Exceptions to this will be those who cannot medically tolerate it. A doctor's note will be required and kept on file in the office. A face shield will be offered as an alternative to students and staff who are medically unable to wear a mask over their mouth and nose in order to provide some protection for themselves and those around them. Staff will be given the option of wearing their own cloth mask, a cloth mask provided for them by the school, a cloth mask with a clear piece over their mouth, or a disposable mask provided by the school. Staff who wear cloth masks of any kind will be asked to wash their face coverings daily. Those who wear disposable masks will be required to throw them away at the end of each day in a trash bin located on the outside of the exit door closest to the parking lot.

Hillsdale Preparatory School does not provide transportation. Therefore, students will not be required to wear face coverings during transportation to and from school.

Face coverings will be worn by all students K-8 in hallways and common areas. Exceptions to this will be those who cannot medically tolerate it. A doctor's note will be required and kept on file in the office. A face shield will be offered as an alternative to students and staff who are medically unable to wear a mask over their mouth and nose in order to provide some protection for themselves and those around them. Students will be encouraged to provide their own facial covering to meet their individual comfort levels and fits. Cloth and disposable masks will be available for students who do not wish or are unable to provide their own. Students who wear cloth masks will be asked to wash them daily. Those who wear disposable masks will be asked to throw them away in a trash can outside of the building before getting into their car at the end of each day.

Students in grades 6-8 will wear masks covering their nose and mouth all day, every day, except for during meals. A doctor's note will be required and kept on file in the office. A face shield will be offered as an alternative to students and staff who are medically unable to wear a mask over their mouth and nose in order to provide some protection for themselves and those around them. Students will be encouraged to provide their own facial covering to meet their individual comfort levels and fits. Cloth and disposable masks will be available for students who do not wish or are unable to provide their own. Students who wear cloth masks will be asked to wash them daily. Those who wear disposable masks will be asked to throw them away in a trash can outside of the building before getting into their car at the end of each day.



K-5 students will wear masks in shared spaces like the hallway, bathrooms, entry ways. K-5 students will not wear a mask when in their classroom isolated with assigned teachers and peers. However, when anyone not solely assigned to that classroom enters, who also comes into contact with other groups of students, students will put on face coverings for the duration of time that those people remain in their classroom.

Staff who are unable to wear a face covering may be, to the extent possible, reassigned to duties that involve less or no direct contact with others. Staff who do not comply with mask wearing who do not provide a medical excuse will be reassigned to a position in which no contact is made with others, which may include working remotely from home.

Each teacher will have a procedure in place to ensure compliance of students in regards to wearing face coverings. These procedures may include a verbal reminder, a phone call home and/or a conference with the Head of School and parents. Students may be encouraged to participate in online options if mask compliance cannot be achieved.

Specials, such as art, will be brought to the classroom instead of having students move to different locations in the building. All students will wear masks during specials regardless of the grade level of students, in accordance with the procedure for wearing masks when someone not solely assigned to the classroom enters.

Hygiene

Hand sanitizer will be used when going in and out of every room. Hand sanitizer will be purchased for each classroom and also placed in community areas such as hallways, entryways and the main office. Students will use hand sanitizer before and after touching any community materials when handwashing with soap and water cannot be done. Custodial staff will check tissue, paper towel dispensers, soap dispensers and hand sanitizer stations at beginning, middle and end of every shift. Hand dryers will not be used.

Teachers will spend a minimum of 10 minutes at the beginning of the day each morning on teaching and reinforcing hygiene practices. Hygiene practices taught will include but not be limited to handwashing with soap and water for 20 seconds, the safe use of hand sanitizer and when and where to use it, how to cough and sneeze into elbow or cover their cough or sneeze with a tissue, how to dispose of used tissues and clean hands afterwards.

Teachers will schedule breaks for the class to practice handwashing with soap and water every 3 hours. These breaks will be put into the teacher's master schedule and a copy will be kept in the office.

Sharing of personal items and supplies will be limited to the extent possible. When it is not possible, items and supplies will be sanitized between each use.

Students' personal items will be kept separate in individually labeled containers, cubbies and lockers. The number of students that visit cubbies and lockers at one time will be limited.



The use of classroom materials will be limited to small groups and disinfected between use.

Hillsdale Preparatory School will not procure portable handwashing stations to set up throughout the building. Classrooms will be assigned to specific bathrooms and classes will take periodic breaks for the purpose of handwashing with soap and water. The size of the school buildings does not warrant portable hand washing stations.

Spacing and Movement

Hillsdale Preparatory School will implement all strongly recommended practices in regard to spacing, movement and access under Phase 4 with the exception of spacing desks six feet apart in all classrooms. Teachers will be assigned to rooms that are the largest possible in the building for the number of students assigned to the classroom. Student desks will be spaced as far apart as possible, facing all the same direction.

Strong Recommendations for spacing, movement and access under Phase 4 include:

- Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.
- In classrooms where large tables are utilized, space students as far apart as feasible.
- As feasible, arrange all desks facing the same direction toward the front of the classroom.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- Family members and other guests are not allowed in the school building except under extenuating circumstances determined by school officials.
- Post signage to indicate proper social distancing.
- Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering the building should be screened for symptoms, wear a facial covering, and 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.

As able and appropriate, Hillsdale Preparatory School will group students to isolated hallways and areas that can be monitored. Each classroom will have assigned bathrooms for the use of the students.

Specials, such as art, will be brought to the classroom instead of having students move to different locations in the building. All students will wear masks during specials regardless of the grade level of students, in accordance with the procedure for wearing masks when someone not solely assigned to the classroom enters.

Movement in the hallways will be staggered to minimize the number of people in a hallway at any given time. The Head of School will create a schedule for whole class hallway movement and the schedule will be posted in each classroom.



Staff will monitor arrival and dismissal to ensure students report straight to the gymnasium and remain six feet apart until classrooms are open and individual classes are picked up and escorted by their teachers.

Flow of foot traffic will be marked with hallways being divided into two sections, with each side following opposite directions.

Entrances and exits will be kept separate in community spaces such as the gymnasium/cafeteria.

Screening Students & Staff

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

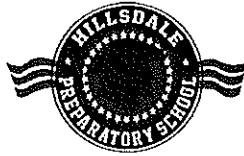
Hillsdale Preparatory School has identified a quarantine area in the office for students who become ill at school. The room is enclosed, with a glass door for easy viewing and allows for isolation of students. The Administrative Assistant is the designated person that will care for students who become ill at school and will contact parents and emergency contacts immediately.

Students who become ill with symptoms of COVID-19 will be placed in the quarantine area in the office and be given a surgical mask until they can be picked up. The Administrative Assistant will wear a surgical mask and gloves while caring for students with COVID-19 symptoms. Once the ill student is picked up, the quarantine area will be disinfected with an electrostatic disinfectant sprayer machine. The Administrative Assistant will throw gloves and surgical masks into a trash can in the quarantine room and the trash will immediately be taken to the dumpster.

Symptomatic students who are sent home from school should be kept home until they have tested negative for COVID-19 or have completely recovered according to CDC guidelines.

Screening of staff will be done daily by requiring staff to complete MI Symptoms Web Application daily before reporting to work.

Parents of students will be encouraged to check their child's temperature daily at home before departing for school and a Google Form will be created that includes screening questions that will indicate to parents whether they should keep their child home, to follow-up with the child's primary care provider or if it is safe to send to school. Additional screening protocols may be put into place based on evolving information and recommendations of the local health department.



Testing Protocols for Students and Staff and Responding to Positive Cases

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

Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent, guardian or emergency contact for off-site testing.

Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by themselves, when possible, for off-site testing.

Symptomatic staff and students sent home from school should stay home from school until they have tested negative for COVID-19 or have been released from isolation according to CDC Guidelines or have a Dr.'s note releasing them to return to school.

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom or school to encourage closer observation for any symptoms at home.

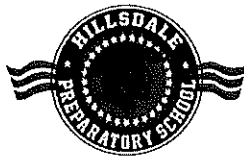
In the event of a lab positive or clinically diagnosed case of COVID-19, immediate efforts will be made by Hillsdale Preparatory School to contact close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or the staff member). So that they can be quarantined for 14 days at home. These students and staff members should be closely monitored for any symptoms of COVID-19 at home.

Responding to Positive Tests Among Staff and Students

Hillsdale Preparatory School will cooperate with the local public health department if a confirmed case of COVID-19 is identified. The school will collect and provide to the health department: 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 school.

Information regarding positive COVID-19 cases among staff or students will be immediately reported to the contact at the local health department, while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. Hillsdale Preparatory School will immediately follow the recommendations of the local health department for closing of classrooms, and school buildings in regard to individual cases and exposure.

- The local health department will initiate contact tracing. Any close contacts should self-quarantine for up to 14 days after exposure and closely monitor symptoms.
- School staff will be provided guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. All questions regarding positive cases of staff and students should be directed to the Head of School or Administrative Assistant.



Staff members with confirmed cases of COVID-19 will only be allowed to return to work after they are no longer infectious. Hillsdale Preparatory School will consult with the local health department for instructions about staff members returning to work, using the most up to date CDC guidelines for determination.

Individual classrooms will be closed for 24 hours **before** cleaning takes place to minimize the risk of airborne particles.

Food Service, Gathering and Extracurricular Activities

Under Phase 4, indoor assemblies that bring students from more than one classroom will be prohibited. Hillsdale Preparatory School's daily morning assembly, which includes the pledge of allegiance, a patriotic song and announcements will take place in the classroom and the Head of School will facilitate the assembly over Google Meet, which will be projected in each classroom. Students participating in the online option will be invited to join Google Meet each morning if they desire.

Hillsdale Preparatory School does not offer a hot lunch program. However, the cafeteria will be used for students to eat their packed lunch. Lunch will be divided into two periods, with only three classrooms in the cafeteria at a time. Tables will be spaced apart and students will be required to stay in their assigned seats at all times. Students will be spaced apart at tables to allow for social distancing. Staff will be on hand to assist students with opening items and trash disposal. Between lunch periods, the cafeteria will be disinfected and lunch tables will be switched out so that the next students coming in are not using the same tables as the prior lunch period. Lunch tables will be assigned to specific classes and labeled. Staff and students will wash their hands before and after every meal.

Off-site field trips will be suspended.

Recess will be conducted outside whenever possible. Each class will have their own assigned recess time, which will be monitored by their classroom teacher.

Hillsdale Preparatory School will continue to offer the extracurricular activities of after school tutoring with the use of facial coverings for all staff members and participants.

Athletics

Under Phase 4 Hillsdale Preparatory School will not offer athletics.

Cleaning

Frequently touched surfaces will be cleaned by custodial staff during scheduled times at least every four hours daily while the school building is in operation with and EPA approved disinfectant. Light switches and doorknobs within the classroom will be the responsibility of the classroom teacher to disinfect periodically throughout the day. Each classroom and all of the surfaces within the classroom, including supplies, desks, Chromebooks, book shelves and other materials will be sprayed with a disinfectant using an electrostatic sprayer once daily while students are at lunch or recess and once daily at the end of the school day.

All classrooms at Hillsdale Prep are self-contained, so there are no "class periods", therefore this disinfecting procedure is efficient for all classrooms K-8.



Art supplies will be sanitized by the Art teacher between classes using an EPA approved disinfectant. The Art storage room and all of its contents will be sprayed with an electrostatic spraying at the end of each school day.

Playground structures will continue to undergo normal routine cleaning using an EPA approved disinfectant.

The custodial staff will properly store cleaning supplies away from children in a secured closet in each building of the school.

Custodial staff will wear gloves, a surgical mask and a face shield when performing cleaning activities. Physical Education equipment will be signed out one day in advance for each classroom. Teachers will disinfect the equipment immediately prior to its use and immediately after its use before signing it back in and returning it to the equipment closet.

Busing and Student Transportation

Hillsdale Preparatory School does not provide transportation. Parents provide transportation of all students to and from school. Students will be required to put on a face covering as soon as they exit their vehicle and before they may enter any building.

Medically Vulnerable Students and Staff

Hillsdale Preparatory School will review all current IEP and 504 Plans for accommodating students with special healthcare needs. Plans will be updated as needed to decrease their risk for exposure of COVID-19.

Students' and/or their families are able to self-identify as high-risk for severe illness due to COVID-19 by contacting the Head of School. A plan will be put in place to address requests for alternative learning arrangements. The Head of School has contacted families of students known to have underlying health conditions.

Staff are able to self-identify as high-risk for severe illness due to COVID-19 by contacting the Head of School or completing the Staff Reopening Survey. A plan will be put in place to address requests for alternative working reassignments.



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

The following are strongly recommended for schools under Phases 4 of the Return to School Roadmap:

- Schools should implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Establish and communicate guidelines to all staff regarding identification and rapid referral of at risk students to appropriate building-level support teams.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) 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.
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - Destigmatization of COVID-19.



- Understanding normal behavioral response to crises.
- General best practices of talking through trauma with children.
- Positive self-care strategies that promote health and wellness.

Hillsdale Preparatory School will not implement a mental health screening for all students by a trained professional. A trained mental health professional, such as a general education school social worker or a counselor, is not on staff at Hillsdale Preparatory School.

Hillsdale Preparatory School leadership, in collaboration with assigned ISD school social worker, will establish and communicate guidelines to all staff regarding identification and referral of at-risk students to building-level support teams, including the Child Study Team.

Staff will be provided with ongoing training and professional development through in-house planned sessions, MiSafeSchools and Michigan Virtual focused on topics such as: social-emotional learning, trauma-informed best practices, identification of students at risk, local protocols for referral and self-care.

Staff will be provided training of the Hillsdale Preparatory School crisis management plan to understand what resources are available and how they can be leveraged in the event of significant events such as the loss of a student or staff member.

Staff will regularly screen and evaluate the mental health status of students by using the Illuminate social-emotional screening (SAEBRS) tool at least once per quarter.

Hillsdale Preparatory School staff will be provided resources for self-care including resiliency strategies and paid time off for mental health purposes.

The Head of School will act as the mental health liaison who will work across the school with local public health agencies and community partners.

School stakeholders will use communication channels such as the Head of School's email address, and a Google Form on the school website to address mental health concerns resulting from COVID-19.

Hillsdale Preparatory School will communicate with parents and guardians via email, the school app, letters, the school website, SMS text messages and phone calls to relay information on school transition information.



Additionally, the Head of School will hold frequent virtual town hall meetings focused on topics such as: understanding normal behavior responses to crises, talking through trauma with children, positive self-care strategies and destigmatization of COVID-19.



Phase 4 Instruction

Governance

A summer planning committee was created led by the Head of School and consisted of three classroom teachers and a paraprofessional to create Hillsdale Preparatory School's Return to Learning plan.

Feedback from teachers and parents on the Continuity of Learning plan from the spring of 2020, lead to the conclusion that live instruction would need to be a requirement for online learning in the future. This feedback was received through the use of a Google Form survey for parents and a separate survey for teachers. Additional feedback was also collected through the use of direct phone contact between the Head of School and parents.

The district remote learning plan will be shared with Hillsdale Prep families via email, mail letters and a copy will be placed on the school's website.

Instruction

A countywide survey was emailed out to all Hillsdale Preparatory School parents, as well as posted on our school's social media page about potential instructional scenarios for the fall. The results of the survey indicated that there was a large mix of parents wanting both in-person instruction and others wanting fully online instruction. Hillsdale Preparatory School will offer both options under Phase 4. A hybrid or rotating model option is not warranted due to the size of our student count and the lack of interest from parents.

In-person instruction will be in seat five days a week for a full school day. All classrooms K-8 will be self-contained. In-person instruction will include use of SeeSaw for K-1 and Google Classroom for 2-8 for the purpose of assigning work and turning in assignments. Additionally other Google Suite items such as Google Docs, Forms, Slides, etc. will be used during the in-person model. The reasoning behind the required use of these platforms during in-person instruction will be to familiarize students with navigating the systems and becoming comfortable with online procedures so that a seamless transition to online learning can happen should the region move back to Phases 1-3. Students with disabilities will have the option to attend in-person instruction and IEPs will be followed as written or amended if the individual cases deem it necessary.

The online instructional model will also include SeeSaw for grades K-1 and Google Classroom for grades 2-8. All online students will be in their grade level's Google Classroom and have access to the same assignments and materials as their in-person peers. To ensure that students are getting the same instruction, whether remote or in-person, teachers will record their instruction using a recording device and upload the videos daily to Google Classroom so that online students may access them easily. One staff member has been assigned to facilitate online learning. That staff member will be in charge of attendance for online students, providing academic support to students virtually using Google Meet and collaborating with classroom teachers for grading, feedback and engagement purposes. Students with disabilities will have the



option to participate in online instruction to the same capacity as their non-disabled peers. IEPs will be followed as written or a contingency of learning plan will be written to make appropriate accommodations and modifications to foster online learning. The special education servicing students with disabilities will meet virtually using Google Meet with online learners to provide specialized instruction based on the needs of the students with disabilities.

During the first few weeks of school, Hillsdale Prep will assess all students in grades K-8 using NWEA Map Growth and FastBridge Learning screening tools in-person and virtually to inform instructional decisions and to understand where students are academically.

To ensure that learning and progress continue, Hillsdale Prep will monitor teachers in providing ongoing feedback to class assignments and teacher made assessments.

For students with disabilities, Hillsdale Preparatory School will have the special education teacher as a co-teacher in each Google Classroom so that proper support and accommodations can be made to online assignments whether students are participating in in-person or online instruction. Additionally, the special education teacher will use Google Meet to provide virtual live instruction and check-ins for students with IEPs that choose the online instructional option. IEPs that cannot be carried out fully online will have a contingency of learning plan written or the IEP will be amended if the circumstances call for it. Auxiliary services will be coordinated by and with Hillsdale County ISD to determine appropriate and feasible methods to deliver these services remotely for online students. IEPs will be implemented fully for students who choose in-person instruction.

Special Education teachers will have, at a minimum, weekly check-ins with General Education teachers of the students in which they serve. These check-ins will take place via email or in person. Each collaboration session will be logged on Learning Logs and monitored by the Head of School to ensure compliance and continual communication amongst staff in order to best serve students.

Intervention Programs and services will be provided in-person by the Title I Teacher to identify gaps and support struggling students.

Hillsdale Preparatory School will not provide supports for students transitioning to postsecondary because the school serves students K-8, therefore no students will be transitioning to postsecondary schools.

General Education teachers will have scheduled biweekly check-ins with the Head of School to discuss curriculum, ongoing monitoring of student progress, specifically focusing on the academic progress of students in need of additional support.

Hillsdale Preparatory School will remain connected with MDE about policies and guidance through the Head of School. She will read and maintain records of email communication from MDE and share pertinent information with Hillsdale Prep staff. Additionally, the Head of School will maintain frequent communication with Hillsdale Preparatory School's charter



authorizer, Grand Valley State University to ensure that the school remains connected with all MDE policies and guidance around remote instruction.

Communication & Family Supports

Teachers will make biweekly phone calls to all students in their class to ensure that relationships are being maintained and to solicit feedback about the learning progress of students, social/emotional health and technology difficulties for online students; including by not limited to the reliability of their internet connection, especially if students are using school provided hot spots.

Hillsdale Preparatory School will use the school app to communicate via text message, the school's webpage and social media. Additionally, the Head of School will use mailed letters and email to communicate the following:

- Expectations around their child's return to school
- Clear information about schedules and configurations and instructional options
- Information about modes of assessment, details on curricula used in each of the core subjects and grade-level proficiencies
- Plans for school opening scenarios
- Training about how to access and use the school's chosen digital systems and tools
- Supports and resources for families to use at home
- Opportunities to build their digital literacy
- Strategies to support their child's learning at home.

Professional Learning

All teachers at Hillsdale Preparatory School will participate in extensive Google training through Grand Valley State University.

Monthly staff meetings will be scheduled to allow teachers time to provide feedback about the school opening plan, as well as to collaborate with one another and share knowledge, exchange ideas, discuss data results, progress monitoring and to build capacity around high-quality in-person learning.

A staff Google Classroom will also be available for teachers to collaborate. This will allow teachers to create consistency and appropriateness of workload and expectations, share knowledge, continuously learn, exchange ideas, success and failures around school opening.

Restorative Justice coaching and practices training will be provided in-person during Phase 4 by Hillsdale Preparatory School's Restorative Justice Coach to address social-emotional learning and culturally responsive education.



Instruction Strong Recommendations

Hillsdale Preparatory School will ensure that every student

- Has access to standards-aligned, grade level instruction, including strategies to accelerate learning.
- Is assessed to determine student readiness to engage in grade-level content
- Is offered scaffolds and supports to meet their diverse academic and social-emotional needs

Hillsdale Preparatory School teachers will conduct checkpoints with Head of School around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.

Hillsdale Preparatory School staff will review data to identify overall trends and gaps in student learning to design systematic supports and interventions.

The Head of School and Special Education teacher will work with General Education teachers and parents to review IEPs and reflect on each student's evolving needs based on time away from instruction and associated services while school buildings were closed.

Hillsdale Preparatory School will procure additional standards-aligned tools to support differentiation, intervention and remote learning, based on students' needs. These may include but are not limited to SeeSaw classroom subscription, zoom subscription for the purpose of recording in-person instruction for the use of students who elect online learning during Phase 4, iPads for students in grades K and 1, and FastBridge Learning subscription for all students in grades K-8 for the use of screening and progress monitoring.

The Head of School will set expectations for teachers to integrate Google Classroom and SeeSaw into the classroom that are sustainable at each grade level, to increase student familiarity with online learning in case of return to full remote learning.

Hillsdale Preparatory School will determine the needs for structures outside of the regular school day including after-school tutoring and summer learning options to support students in need of additional support.

The Head of School will support the school to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.



Although Hillsdale Preparatory School will not be operating a hybrid plan, some students may elect to participate in online instruction during Phase 4. Therefore, Hillsdale Prep will activate plans to monitor and assess the following:

- Connectivity and Access
 - Ensure that all students and families participating in online instruction have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
 - Students that elect to participate in online learning have indicated via a Google Form survey as to whether they have reliable internet, an internet ready device. Students who do not have an appropriate device will check out a school owned Chromebook. Students who do not have reliable internet will use a school owned hot spot.
- Attendance
 - Develop a system to monitor and track students' online attendance on a daily basis.
 - Hillsdale Preparatory School's Online Learning Facilitator will meet with each grade level at set times each day using Google Meet for a check-in. Student attendance will be monitored using these virtual check-ins by marking students who attend "present" and students who do not attend "absent" in PowerSchool each day.
- Student Work
 - Teachers will assess the quality of student work and provide feedback to students and their families.
 - Students will participate in the same Google Classroom as those who participate in in-person instruction. The teacher will provide feedback and grades to online students in the same way in-person students do.
 - Students will self-assess the quality of work, reflect on teacher feedback and learning progress.
 - The Online Learning Facilitator will work with students individually or in small groups via Google Meet to assist students in reflecting on teacher feedback and learning progress.



Phase 4 Operations

Facilities

Hillsdale Preparatory School has worked with Hillsdale ISD to coordinate and secure cleaning and disinfectant supplies. Additionally, the school works with a local office supply business in order to buy sufficient supplies of office supplies, cleaning and disinfecting supplies and PPE, including face coverings, hand sanitizer and gloves. Prior to the beginning of the school year, Hillsdale Preparatory School will secure a minimum of three months' supply of the above items so that product shortages and disruptions in the supply chain will not leave the school with a lack of these important items. After the school year begins, inventory will be taken no less than once per month to ensure that the school has adequate supplies available and at least two month supply of all necessary items are on site at any given time.

The custodial staff and Head of School will do a biweekly facility walk through to ensure that the school is in good working order to prepare for the subsequent return of students.

School cleaning and disinfection protocols will be executed in accordance with the cleaning protocols outlined in the Safety Protocols portion of this plan.

Custodial staff will wear surgical masks, gloves and face shields when performing cleaning duties.

Hillsdale Preparatory School will not create a contingency plan to coordinate the use of school buildings for essential actions including elections, food distribution and child care because the school buildings are not used for these actions under normal operating circumstances.

The Head of School will provide guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces will be cleaned several times a day.

The custodial staff will be notified of any changes to recommended cleaning guidelines issued by OSHA and/or the CDC. The custodial staff will follow the most updated guidelines for cleaning practices.

Custodial Staff will deep clean over the summer prior to the beginning of the school year on August 19th.

Hillsdale Preparatory School will audit the school buildings for the number of available classrooms, the size of each classroom, additional available spaces and the ventilation of each classroom.

Hillsdale Preparatory School will change security protocols by having teachers carry keys with them at all times to minimize the number of people that touch the buzzers. When students must travel between buildings, the teachers will call the office ahead of time.

In order to maintain the facilities for in-person school operations, Hillsdale Preparatory School will do the following:



- Check HVAC systems in each building to ensure that are running efficiently
- Change air filters regularly
- Custodial staff will distribute trash cans, tissues, hand sanitizer, face masks, gloves and bandages to every classroom.
- Signage about frequent handwashing, cough etiquette and nose blowing will be posted throughout the school.

Budget, Food Services, Enrollment and Staffing

Hillsdale Preparatory School has assessed student arrival protocols. In prior years, students have arrived through the main entrance and waited in the hallways until they were dismissed for class. For the 2020-21 school year, all students will be dropped off in the back parking lot and greeted by a staff member to ensure that masks are being worn. Students will be directed to go to the gym, where a staff member will be on duty to ensure that students sit on the floor of the gym in a line with their assigned class. Each class will be separated from others and students will sit on an X taped on the floor to ensure six feet of distance between them and others in their class. Students will wait in the gym until their assigned classroom teacher picks them up and escorts them to their classroom.

Hillsdale Preparatory School has assessed student dismissal protocols. In prior years, K-3 students have dismissed through the front entrance of the main office by walkie talkie in masses as their parents arrived for pick up. 4-8 students were dismissed directly to their parent's car from their exterior classroom door. Students in grades 4-8 with younger siblings went to their youngest sibling's classroom to wait for dismissal. In the 2020-21 school year, students in grades 4-8 will continue to be dismissed through the exterior exit of their classroom door, with teachers ensuring that social distance is maintained between students from other classes. K-3 students will be called over walkie talkie for dismissal but it will be limited to one student at a time. Older siblings will remain in their classrooms and parents will drive around to the back parking lot to pick them up after K-3 students are picked up. Staggered dismissal times are being considered, which will be organized by last name to reduce traffic in the parking lot to accommodate the longer time it will take to facilitate dismissal.

Hillsdale Preparatory School has sent out an Instructional Option Survey to all parents via email and the survey was also put on the home page of the school website. Approximately 75% of students have elected to return to in-person instruction, with 25% indicating that they will return as a student at Hillsdale Prep, but will participate in online learning.

A staff survey was sent out to determine which staff members felt safe and confident returning to work in-person in the fall. 100% of staff members indicated that they will return to in-person instruction without being reassigned to remote work.

Hillsdale Preparatory School will maintain one full time custodian, with the possibility of hiring an additional part-time custodian to assist in increased cleaning, hygiene and sanitation practices.



A staff member has been assigned as Online Learning Facilitator. This staff member was previously a Paraprofessional who will be redeployed in this manner. The staff member will oversee students participating in online learning and will offer support to those students as needed to ensure that engagement and learning continues despite being online. The Online Learning Facilitator will collaborate with general education classroom teachers and assist them in ensuring that online assignments match those offered to students participating in in-person instruction.

Enrollment in in-person and online learning programs and the expectations and attendance policies will be communicated to families via a mailed letter by August 1, 2020.

Hillsdale County has a shortage of substitutes available. To ensure proper coverage, in-house staff will be utilized to the extent possible to cover teacher absences before outside substitutes are solicited or secured.

The staff and student handbooks will be updated and approved by the Board of Directors at the July meeting to ensure distribution via paper copy and digital version are available to parents and staff prior to the beginning of the 2020-21 school year.

A meeting has been scheduled with Hillsdale Prep administration and legal counsel to ensure new policies meet the standards of law.

Hillsdale Preparatory School's 2020-21 school budget was approved by the Board of Directors at the June meeting. The budget planned for a potential loss of \$1000/pupil in state funding and a reduction of 8 students. To the extent possible, the school will operate under this budget scenario, even if student enrollment does not fall that low and the state funding cut is not that high.

A master schedule will be created to include faculty and student arrival/dismissal, special schedule, hallway movement schedule, lunch and recess schedules. The master schedule will be distributed to staff members electronically and a hard copy will be available in the main office.

Technology

In the spring of 2020, a technology survey was circulated to all Hillsdale Preparatory School families to determine student access to internet-ready devices and reliable internet access. The survey results from the spring will be used to determine connectivity and access to all students during the 2020-21 school year. Students that are new to Hillsdale Prep during the 2020-21 school year will be sent the survey to complete prior to the beginning of the school year to ensure that information on all students is available.

Hillsdale Preparatory School will appoint the Administrative Assistant as the single point of contact to plan and communicate with district technology teams, including the liaison between the school and the JCISD Technology consortium representatives.



Training in Google Classroom will be provided for all Hillsdale Prep educators to adapt remote learning for the classroom.

Hillsdale Preparatory School will identify the Administrative Assistant as a device and general technology support lead for the school. Given the size of the school, it is not necessary to provide additional support through the use of parent volunteers.

The Administrative Assistant will be assigned as the technology process leader and her contact information will be posted on the school's website.

Hillsdale Preparatory School will not identify family technology liaisons to support communication regarding the use of technology and serve as a "help desk".

Hillsdale Preparatory School owns 145 HP Chromebooks, which were secured prior to the pandemic. The school's enrollment is currently under 90 students, which allows for each student to have access to their own device to use for distance learning. This number allows for extra devices to be available and allows for easy swap out of devices when one breaks, without a student being without a device during distance learning. Additionally, Hillsdale Prep has secured a quote for the purchase of 15 iPads for use for kindergarten and first grade students to be able to easily navigate online platforms that better meet their developmental needs. Hillsdale Preparatory School surveyed families to determine the accessibility to reliable internet and to internet ready devices. Using that information, Hillsdale Prep was able to identify families in need of school owned devices and hot spots. Students will have the option to use their own personal devices for distance learning, but will have the access to school owned devices and will be encouraged to use school owned devices so that support can be given for technical difficulties. An inventory of each device is kept by school office staff so that each can be properly accounted for and it is known who the device is assigned to and missing and broken devices can be easily tracked back to individual students and staff.

- Devices will be distributed to each family by designating three dates and times for material pick up. Families will drive up to the front of the school and the materials will be placed in the back of their car or trunk by staff members wearing face coverings and gloves. One staff member will review the list of materials distributed to each student in the family and will make note of the name of the person picking up the materials. Gloves will be changed between each car and hands, pens, clipboards, etc. will be sanitized.
- When devices need repair, it will be collected outside of the main entrance of the school. The device will be placed into a plastic bag to sit for three days prior to the JCISD tech department providing service to the equipment. A "loaner" device will be given to the student using the above protocols to ensure that they are not without equipment for distance learning while their assigned device is being serviced. Upon repair, the device will be returned to the student using the above protocols.
- All devices will be returned to the school at the end of distance learning or at the completion of the school year, whichever comes first. Devices will be collected by Hillsdale Preparatory School using the same safety protocols as listed in the first bullet above.

Hillsdale Preparatory school will not identify an asset tracking tool. This process will take place in house.

Hillsdale Preparatory school will not identify a vendor to assist with processing, returning and maintaining devices. This process will take place in house.



WiFi access points and wire network devices will be tested in accordance with recommendations of JCISD technology consortium assigned staff.

A technology support plan for families will be included in regular communications to families throughout distance learning. The plan will include who to contact about which type of technology difficulties and their contact information. Additionally, the plan will include some general troubleshooting scenarios which were encountered periodically through distance learning in the spring of 2020.

Device usage will be monitored by families in accordance with the acceptable use policy. Compliance with online learning programs will be monitored in collaboration between families and Hillsdale Prep teachers.

Support programs to ensure that students and families can access online teaching and troubleshoot problems with access will be monitored by teachers through biweekly check-ins and monitoring of student engagement. When students are determined to not log on or be engaged in online learning, the teacher will reach out to parents to determine the cause. When technology difficulties are the cause of disengagement, the teacher will first try to troubleshoot the problem with the family or student. If the problem cannot be solved, the student will be referred to the Administrative Assistant to create a plan for support to continue access to online learning.

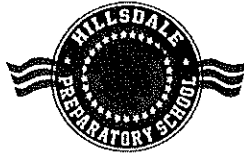
To ensure that students can submit assignments and be evaluated accordingly, teachers will provide explicit written directions via Google Classroom as to how each assignment should be completed and turned in. Instructional videos will also be provided to help support students being able to navigate Google Classroom and SeeSaw learning platforms. The instructions will include where to find assignments, how to tell if you have incomplete or overdue assignments, how to tell if an assignment has been turned in, and how to review and respond to teacher comments and feedback.

Hillsdale Preparatory School will provide Google Classroom training through webinars hosted by Grand Valley State University to train staff on the Google Classroom platform and tools. Additionally, the Head of School will set aside time during weekly staff meetings to discuss difficulties with the platform and the tools to determine future training needs for staff.

In the spring of 2020, Hillsdale Preparatory School's Acceptable Use Policy was reviewed, updated and approved by the Board of Directors to meet the technology policy changes needed for online learning including acceptable use of school devices and internet, privacy policies and accidental damage, theft and loss of technology. This revised policy will be used for the 2020-21 school year for distance learning under Phases 1-3 and for those who choose to participate in online instruction under Phase 4.

Transportation

Hillsdale Preparatory School does not provide transportation. Therefore, no recommendations under transportation will be followed. All students are transported to and from school by parents or guardians.



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

Phase 5 Safety Protocols

Under Phase 5, Hillsdale Preparatory School will continue to follow safety protocols outlined in Phase 4 of this plan, with the possibility of relaxing all day mask wearing for 6-8 students, if recommended by the health department, because they are in a self-contained classroom. All students will still wear face coverings in community spaces outside of their assigned classroom. Staff will wear face coverings based on local health department recommendations at the time the Region enters Phase 5.

Personal Protective Equipment and Hygiene

See Phase 4

Spacing and Movement

See Phase 4

Screening Students

See Phase 4

Responding to Positive Tests Among Staff and Students

See Phase 4

Food Service, Gathering and Extracurricular Activities

See Phase 4

Athletics

Under Phase 5, Hillsdale Preparatory School may reinstate sports at a limited capacity including conditioning and skills practice, or in-house camps. If sports are reinstated during this phase, coaches and athletes will follow the current guidance for Athletics.

Cleaning

See Phase 4



Busing and Student Transportation

See Phase 4



Phase 5 Mental & Social-Emotional Health

Under Phase 5, Hillsdale Preparatory School will continue following Mental & Social-Emotional Health Protocols outlined in Phase 4 of this plan.

The following are strongly recommended for schools under Phases 4 of the Return to School Roadmap:

- Schools should implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Establish and communicate guidelines to all staff regarding identification and rapid referral of at risk students to appropriate building-level support teams.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) 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.
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - Destigmatization of COVID-19.



- Understanding normal behavioral response to crises.
- General best practices of talking through trauma with children.
- Positive self-care strategies that promote health and wellness.

Hillsdale Preparatory School will not implement a mental health screening for all students by a trained professional. A trained mental health professional, such as a general education school social worker or a counselor, is not on staff at Hillsdale Preparatory School.

Hillsdale Preparatory School leadership, in collaboration with assigned ISD school social worker, will establish and communicate guidelines to all staff regarding identification and referral of at-risk students to building-level support teams, including the Child Study Team.

Staff will be provided with ongoing training and professional development through in-house planned sessions, MiSafeSchools and Michigan Virtual focused on topics such as: social-emotional learning, trauma-informed best practices, identification of students at risk, local protocols for referral and self-care.

Staff will be provided training of the Hillsdale Preparatory School crisis management plan to understand what resources are available and how they can be leveraged in the event of significant events such as the loss of a student or staff member.

Staff will regularly screen and evaluate the mental health status of students by using the Illuminate social-emotional screening (SAEBRS) tool at least once per quarter.

Hillsdale Preparatory School staff will be provided resources for self-care including resiliency strategies and paid time off for mental health purposes.

The Head of School will act as the mental health liaison who will work across the school with local public health agencies and community partners.

School stakeholders will use communication channels such as the Head of School's email address, and a Google Form on the school website to address mental health concerns resulting from COVID-19.

Hillsdale Preparatory School will communicate with parents and guardians via email, the school app, letters, the school website, SMS text messages and phone calls to relay information on school transition information.



Additionally, the Head of School will hold frequent virtual town hall meetings focused on topics such as: understanding normal behavior responses to crises, talking through trauma with children, positive self-care strategies and destigmatization of COVID-19.



Phase 5 Instruction

Under Phase 5, Hillsdale Preparatory School will follow all instruction protocols outlined in Phase 4 of this plan. If online instruction is still allowable under state regulation, Hillsdale Preparatory School will continue to offer it as an option for the remainder of the school year. If online instruction is not allowable under state regulation in Phase 5, then online students will return to in-person learning.

Governance

See Phase 4

Instruction

See Phase 4

Communications and Family Support

See Phase 4

Professional Learning

See Phase 4



Phase 5 Operations

Under Phase 5, Hillsdale Preparatory School will continue to follow all Operations protocols as outlined in Phase 4 of the plan.

Facilities

See Phase 4

Budget, Food Service, Enrollment and Staffing

See Phase 4

Technology

See Phase 4

Transportation

See Phase 4

Henway Consulting's COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-59, Henway Consulting ("Company") institutes this COVID-19 Preparedness and Response Plan ("Plan").

Company aims to protect its workforce by enacting all appropriate prevention efforts. Company is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate.

Employees with questions are encouraged to contact Human Resources via phone at 517-436-4625 and/or email at Melody.Henthorne@hillsdaleprep.org.

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements.

Only critical infrastructure workers performing necessary work are directed to report on-site. For such workers, Company abides by the recommended social distancing and other safety measures and establishes the following:

- Large gatherings are minimized whenever possible;
- Employees are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Employees are required to maintain physical distance when reporting to work, leaving work,;
- Employees' work stations are no fewer than six feet apart;
- Company may utilize flexible work hours, wherever possible, to limit the number of employees simultaneously working on-site;
- Employees' interactions with the general public are modified to allow for additional physical space between parties; and

Company provides employees with, at a minimum, non-medical grade face coverings.

In addition, Company is instituting the following cleanliness measures:

- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each shift;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;

- Frequently washing hands with soap and water for at least 20 seconds;
- Utilizing hand sanitizer when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Company premises;
- Complying with Company's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms; and
- Complying with self-isolation or quarantine orders.

b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

An employee with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite.

In response to a confirmed diagnosis or display of COVID-19 symptoms, Company:

- Informs all employees with and near whom the diagnosed/symptomatic employee worked of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic employee; and
- Conducts deep cleaning of the diagnosed/symptomatic employee's workstation, as well as those common areas potentially infected by the employee.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic employee are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

c. Worker Exposure Classification

Employees' "worker exposure" is classified as medium risk by the Occupational Safety and Health Administration's guidance because they frequently and/or closely interact with the general public.

Given this classification, Company provides the following controls in addition to the above-summarized prevention efforts: installing physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

2. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to employees' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

a. Employees' Self-Monitoring

The following employees should **not** report to work and, upon notification to Company, will be removed from the regular work schedule:

- Employees who display COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Employees who, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Employees who, in the last 14 days, have had close contact with and/or live with any person displaying COVID-19 symptoms, such as fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting.

Such employees may only resume in-person work upon meeting all return-to-work requirements, defined below.

b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, Company screens employees on a daily basis.

Employees are asked the following questions before entering the worksite:

1. Are you currently suffering from any of the following symptoms – fever, cough, shortness of breath, sore throat, new loss of smell or taste, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.
2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you travelled via airplane internationally or domestically in the last 14 days?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the international or domestic travel.

Employees who develop symptoms during their shift must immediately report to their supervisor and/or Human Resources.

c. Return-to-Work Requirements

Employees who were themselves diagnosed with COVID-19 may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the non-test-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from two consecutive nasopharyngeal swab specimens collected at least 24 hours apart.

Under the non-test-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 7 days have passed since symptoms first appeared.

Employees who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Employees are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, Company may accept written statements from employees confirming all the factors supporting their release.

3. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

Company is temporarily suspending the assessment of all attendance for evaluation purposes.

In addition, employees may be eligible for paid and unpaid leaves of absence.

Employees may be permitted to utilize available paid-time off provided under Company policy.

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee's regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

a. Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

b. Unemployment Compensation Benefits

Under Executive Order 2020-57, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:

- Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
- Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
- Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
- Needing to care for someone with a confirmed COVID-19 diagnosis; and
- Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

c. FMLA and ADA

Employees may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

Company is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then Company engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

4. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, Company will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by Company and in accordance with guidance from local, state, and federal health officials.