



Flint Cultural Center Academy COVID-19 Preparedness and Response Plan

Address of School District: 1200 Robert T. Longway Blvd, Flint, MI 48503

District Code Number: 25919

Building Code Number(s): 03576

District Contact Person: Eric Lieske

District Contact Person Email Address: elieske@fccacademy.org

Local Public Health Department: Genesee County Health Department

Local Public Health Department Contact Person Email Address: kvanslyke@gchd.us

Name of Intermediate School District: Genesee Intermediate School District (GISD)

Name of Authorizing Body: Grand Valley State University (GVSU)

Date of Adoption by Board of Directors: July 27, 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 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 the Academy is located, is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.


President of the Board of Directors

7-27-2020
Date



Introduction and Overview

- Provide an introduction as an opportunity to introduce the reader to your school community and efforts to date that you have taken to ensure continued student learning during the COVID-19 pandemic.
- Consider including your school mission, vision and values and describe how they continue to guide your work.
- Identify guiding principles that your team considered when developing your Preparedness Plan.
- Describe how the plan was developed and how feedback from your school community was incorporated into the Preparedness Plan.

The Flint Cultural Center Academy is a public, non-profit charter school located in Flint, MI. The charter school is authorized by Grand Valley State University and opened for its “founding” school year August 19, 2019. The Academy is a new construction school that sits on the campus of the Flint Cultural Center. The campus includes the Flint Institute of Music, Flint Institute of Art, REP Theater, Sloan Museum, Longway Planetarium, Flint Public Library, Whiting Auditorium, and Applewood Estate. The engagement of these campus institutions supports the Academy’s STEAM (science, technology, engineering, art and mathematics) focus to prepare students to be curious, creative, creators, career minded and prepared for a successful and joyful life.

The FCCA is deep rooted in developing a positive school culture and climate. The FCCA staff agrees that relationships are the pinnacle of supporting the emotional, social and academic needs of the children we serve. Our partnership with EL Education reinforces that relationships and school culture are pivotal to ensuring students, staff and parents feel they are at the center of all that we do. EL Education’s “Crew” concept is a key foundational component of developing strong relationships and community-based schools (<https://eleducation.org/resources/purposes-of-crew>). Each and every traditional school day is started with students and staff engaged in a Crew circle that sets the tone for the day, allows voices to be heard, and set personal goals. The FCCA staff has embedded Crew into the virtual school setting during the mandated school closure this past March. Although a slightly different model is necessary for the virtual lesson, the feedback from staff is promising that students continue to feel connected to school. These Crew lessons focus on ensuring that students feel safe, valued and loved while developing habits of character.

FCCA staff members are also in continuous contact with parents through email, Class Dojo, Facebook (private groups), phone calls and text messaging. The FCCA school social worker, school health worker, secretaries, and CEO/principal all assist in making connections with parents of students that have not been



reachable by classroom teachers. School social worker and school health worker have been in routine communication with at-risk families. Offering assistance with any needs these families may have has been a priority. These weekly touchpoints are providing necessary support in this time of crisis.

The guiding principles listed below assisted in navigating our focus for creating the safe return to school plan:

- Emotional (How can we determine the emotional status of our students and staff and address their unique needs?)
- Social (How can we bring our students and staff back in a manner to safely allow/provide for meaningful social interaction?)
- Academic (How can we determine the level of learning loss, assess where students are and move them forward with curriculum adjustments if needed?)
- Equitable Access (How can we provide devices and accessibility to students in need to diminish the digital divide?)

FCCA employees worked together to strategize plans for a safe and successful return to school as a full crew and then the conversation branched out as grade level crews created workable plans for each of the phases of the pandemic. Parents provided insight on their preferred return to school option through email and virtual meetings. Frequent and ongoing communication took place between the Academy CEO and members of the Board on the safe return to school.



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

Phase 1, 2, or 3 Safety Protocols

- All protocols included on page 15 of the Roadmap are “**Required.**” This includes the closure of school building for in-person instruction and to anyone other than: 1) district employees or contractors necessary to conduct minimum basic school operations, 2) food service workers preparing food for distribution to students or their families, and 3) licensed child-care providers and the families they serve. It also includes the suspension of all athletics and busing operations, if applicable.
- Identify whether the Academy will be used by licensed child care providers and if so, under what conditions.
- Outline the extent to which school employees and contractors will be physically present in the school building for the purposes of conducting basic school operations, include remote live instruction, as determined by school administrators.
- Describe plans to ensure continued food distribution to eligible students.
- While the school is closed for in-person instruction, describe the cleaning protocols that will be adjusted to ensure the school building remains functional.
- If applicable, provide an assurance that states that all busing operations will be suspended.

During these three stages of the pandemic, no in-person instruction is permitted. Instruction will only be done remotely.

Personal Protective Equipment and Hygiene

The Flint Cultural Center Academy will be closed for all in-person instruction and activities.

Spacing and Movement

The Flint Cultural Center Academy will be closed for all in-person instruction and activities.

The Flint Cultural Center Academy staff will be allowed to enter the school building for the purposes of conducting basic school operations which may include the delivery of online live instruction as permitted by the CEO. The wearing of facial covering by staff and social distancing behaviors will be strongly enforced. Working remotely in this phase is strongly recommended for all school employees.



Screening Students

The Flint Cultural Center Academy will be closed for all in-person instruction and activities. No screen protocols will be necessary as students will not be physically attending school.

Responding to Positive Tests Among Staff and Students

The Flint Cultural Center Academy will be closed for all in-person instruction and activities. No response is required in this phase. However, any positive COVID-19 cases within the Flint Cultural Center Academy community should be communicated to the CEO.

Food Service, Gatherings and Extra-Curricular Activities

The Flint Cultural Center Academy will be closed for all in-person instruction and activities. The Academy will continue to distribute food during this mandated school closure on M/W/F from 10:00 a.m. until 1:00 p.m.

Athletics

The Flint Cultural Center Academy will be closed for all in-person instruction and activities. No athletic practices, games or competitions will be permitted.

Cleaning

The Flint Cultural Center Academy will be closed for all in-person instruction and activities. Cleaning practices will be adjusted to maintain functional order of the school building.

Busing and Student Transportation

The Flint Cultural Center Academy does not provide student transportation.



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

- All protocols included on page 16 of the Roadmap are “**Strongly Recommended.**” Using these protocols as a guide, describe how the Academy will provide mental and social-emotional health services for students.
- Specifically identify which protocols on page 16 that are identified as “**Strongly Recommended**” that the Academy will not implement.

The Academy ensures that a Complete Social Academic Emotional Behavioral Risk Screening (SAEBRS) for each child will occur online or by phone. Screening should take 3-5 min per child. Based on students' scores (Low, Med, High) required follow up and interventions.

Academy staff will communicate and refer student based on need through emailed PDF referral that will automatically be sent by email to school social worker for at-risk students

Academy staff will participate in ongoing Trauma Informed Training online to continue to provide social emotional support and learning to students as well as staff.

Implementation of crisis management plan in accessing GHS (Genesee County Health Services) and GISD (Genesee Intermediate School District) in the event of loss of student or teacher to provided mental health and emotional support to staff and students. Telehealth services to be provided by community health partners

Updating weekly wellness, mental health resources, community resources to the school website and online communication with parents (Class Dojo, Microsoft Teams, email). Online links will provide information to community partners, self-care, Mindfulness and coping strategies for students and families.

Daily on-line CREW checking-in with teachers to evaluate physical and mental health of students.

School social worker will work with Community Health Liaison, CRIM Community School Director and other community partners to access continued resources for students and parents (tele-health agencies, public health agency, etc.)

Communication with parents via multiple media sources (online, email, Microsoft teams, school website) for mental health concerns resulting from COVID-19. Michigan Department of Health has a 24-hour hotline for mental health Michigan Disaster Distress Helpline: 1-800-985-5990.



Phase 1, 2, or 3 Instruction

- All protocols included on page 17-18 of the Roadmap are “**Strongly Recommended.**”
- Describe the alternative modes of instruction that will be used while in-person instruction is suspended. Reflect upon the challenges and successes of implementing your Continuity of Learning and COVID-19 Response Plan, incorporate feedback from your school community, and outline in detail how you will ensure continued student learning. Specifically include a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction.
- Describe how the Academy will strive in good faith and to the extent practicable, based on available resources, technology, curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities consistent with their individualized education plans, including the provision of auxiliary services.
- Use the protocols listed on pages 17-18 of the Roadmap, as well as other best practices, as a guide in outlining and highlighting your plan for remote instruction.
- Specifically identify which protocols on pages 17-18 that are identified as “**Strongly Recommended**” that the Academy will not implement.

In this phase the Flint Cultural Center Academy will be closed for all in-person instruction. All instruction will be delivered remotely and online. The online curriculum delivered by Flint Cultural Center Academy teachers will be Academy approved curriculum and aligned with scope/sequence/pacing plans that occur with traditional face to face instruction. Remote/virtual learning plans have been revised with student, parent, and staff feedback to provide a more meaningful learning experience. The plans will be much more robust and rigorous and require significantly more time than was required during the mandated school closure and included in the FCCA Continuity of Learning Plan.

For students that do not have a device, the Academy will provide loaner devices. We will also be working with internet providers to assist in providing internet accessibility to those families in need. If students are unable to access the internet with assistance from the Academy, printed instructional packets aligned to the virtual instruction will be developed and distributed to those in need. The printed packets will be available for pickup during meal distribution times.

Professional development for Academy staff is scheduled in August for staff members to better design, implement and deliver online instruction utilizing the Microsoft Teams



platform. This platform has had numerous upgrades since the COVID-19 mandated school closure and FCCA is fortunate to have a staff member that is extremely well versed in using and training on Microsoft Teams to work with our instructional staff to develop greater skill, confidence and understanding for remote teaching/learning.

Within the first two weeks of school all students will have the NWEA assessment administered to determine academic needs. Students in kindergarten will also complete the Kindergarten Readiness Assessment (KRA). These assessments can occur in a virtual or remote setting and will provide instructional staff information on academic strengths and weaknesses.

Prior to the start of school all IEPs and 504 plans will be reviewed by instructional staff in an effort to coordinate general and special education teachers to best meet the specific and unique needs of each child based on assessment data and parent feedback, and design accommodations and match services accordingly.

The FCCA will review any and all communication from the MDE (weekly memos, notifications, press releases) on how to best grow our instructional program in a remote/virtual setting.

Furthermore, the continuation of services plan will be revised and/or developed for all students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

Families will receive frequent and routine communication from the school and their child's teacher. Weekly updates on progress will occur through Class Dojo messages. Microsoft teams will be used to communicate to students and Class Dojo to communicate to parents. Weekly instructional and assignment schedules will be posted in Microsoft Teams and Class Dojo. Additional communication from the school level will be distributed using our SIS Synergy, where robo calls, text messages, and class/grade/school emails will be distributed. Microsoft Teams parent meetings will be scheduled monthly to gain parent insight from a school level view.

Asynchronous All subjects:

Students complete all assignments/task through Microsoft Teams online platform utilizing Microsoft Teams, One Note, Flipgrid, Stream, Sway, Clever, Learn Zillion, Amplify Science, and Zearn Math.

Synchronous Math Class:

Microsoft Teams meetings using virtual white board and virtual math manipulatives. Teams meetings in small groups of students.



Synchronous ELA Class:

Teams meetings with small groups of students

The EL Education “Flex” curriculum will be utilized where three of the four modules will be covered as the three will be extended to 12 weeks to cover all content and better meet the needs of academic slide that may have occurred during the mandated school closure.

Synchronous ALL-Block-Teams meetings with small groups of students.

Synchronous CREW Meetings:

Each teacher will meet for Crew time daily 25-30 minutes each day.

Asynchronous Social Studies Class:

Students will review lessons on Sway and complete projects on their own with assistance from classroom teacher/interventionists. Integration with EL Education and support from Sloan Museum via virtual instruction will also occur.

Synchronous/Asynchronous Science Class:

Students will attend Teams Meetings and complete additional work through Teams independently. Using Clever and support from Longway Planetarium will also occur in the area of science.



Phase 1, 2, or 3 Operations

- All protocols included on page 19-20 of the Roadmap are “**Strongly Recommended.**” Using these protocols as a guide, describe how the Academy will manage operations and technology.
- Specifically highlight the level of access to digital devices your students and families have, how you know this information, and how you will ensure equitable access to learning, as needed, through the use of technology.
- Describe the specific ways staff will be redeployed to meet the needs of the Plan.
- Specifically identify which protocols on page 19-20 that are identified as “**Strongly Recommended**” that the Academy will not implement.

Facilities

The Operations Director has audited necessary materials and supply chain for cleaning and disinfection supplies. The school building will continue to be maintained and cleaned during a mandated school closure in anticipation for the return of students.

Any and all employees that would be allowed to be on sight working will be required to wear a face covering (custodial, administrative, secretarial, food services).

Technology

As part of the FCCA Continuity of Learning Plan, we surveyed our parents to identify needs for technology. Laptops were provided to families during our meal distribution times. Knowing we had strong participation during the mandated school closure, we are confident that we know which current families will continue to require laptops if we are in phase 3 in the future. We will inquire with our newly enrolled families through phone calls checking to see technology needs.

Access

The entire campus of the Flint Cultural Center has guest network access to the internet. Families often utilize the free use of this access to the world wide web before, during and even after school hours. This access will also be promoted as we move into the 2020-2021 school year. At this time, we have not had any parents indicate the need for internet, but we are prepared to provide mobile hot spots if necessary.

The Director of Technology will be the point person of assigning devices to families, keeping inventory and documentation of devices, monitoring use and any necessary repairs or malfunctions. A high-level technology staff member has been assigned the role of COVID-19 Responder to handle challenges families may have with technology and serve as a “help desk”.



Devices will be collected from families the week of August 3. Upon receiving the devices, the technology team will safely disinfect, repair, provide maintenance and prepare for re-distribution. A device loaner agreement has been developed for parents to sign as a commitment of taking responsibility for the device and returning upon request from the Academy. The agreement also provides a meaningful way to keep track of device inventory.

Redeployment of Staff

During this phase of the COVID-19 pandemic, staff members will be redeployed to assist with remote learning (teachers/interventionists/school social worker) and food distribution (lunch aides/playground monitors). All hands-on deck will be the vision to support our students and families during this mandated school closure.



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

Phase 4 Safety Protocols

- To the extent that the Academy will offer in-person instruction during Phase 4 of the Michigan Safe Start Plan, describe how the Academy will ensure compliance with the Personal Protective Equipment protocols identified as **“Required”** on page 22 of the Roadmap, including when and where staff and students are required to wear facial coverings. Identify exceptions to this requirement for staff and students who cannot medically tolerate a facial covering by using the strong recommendations on page 28 of the Roadmap, as well as describing how the Academy will address staff or students who do not comply with these requirements.
- To the extent that the Academy will offer in-person instruction during Phase 4 of the Michigan Safe Start Plan, describe how the Academy will ensure compliance with the Hygiene protocols identified as **“Required”** on page 22 of the Roadmap, including adequate supplies of soap, hand sanitizer, paper towels, tissues, signs and the teaching/reinforcing of hygienic behaviors.
- Describe the COVID-19 screening and reporting protocols for students and staff, including the reporting of any positive cases to the local public health authority.
- While schools are not required to implement the protocols on pages 23-24 with respect to Spacing, Movement and Access, if the Academy decides to offer in-person instruction, describe which, if any, practices the Academy will implement.
- Describe the Academy’s plans to ensure compliance with Food Service, Gathering, and Extracurricular Activities protocols identified as **“Required”** on page 26.
- Describe the Academy’s plans to ensure compliance with Athletic and Cleaning protocols identified as **“Required”** on page 27.
- Describe how the Academy will comply with each of the Transportation protocols identified as **“Required”** protocols on page 28.
- Specifically identify which protocols on pages 22-28 that are identified as **“Strongly Recommended”** that the Academy will not implement.

Personal Protective Equipment:

All staff will be provided face covering or choose to wear their personal face covering which will be required to be worn at all times with the exception of while eating meals, with the exception of any staff members who cannot medically tolerate or that are incapacitated or unable to remove the facial covering without assistance must not wear a face covering . The Academy will provide all staff with at least one cloth face covering and have level-one grade surgical masks in the event any staff member arrives at work



without a face covering. Staff will be informed that cloth masks must be washed daily and that grade-one disposable masks must be disposed of at the end of the day.

The Academy serves students in grades K-6. All students/classrooms stay in “cohort” and are not intermixed throughout the day. All students will be required to wear masks while in common areas with the exception of those students that are medically unable to tolerate a face covering or any student that is incapacitated or unable to remove the facial covering without assistance. Facial coverings will be worn by students in grade 6 unless the “cohort” status allows them to fall into the K-5 guidelines or for any students who cannot medically tolerate a facial covering or any student who is incapacitated or unable to remove the facial covering. All students will be encouraged to wear a facial covering while in the classroom setting.

Hygiene:

The Academy installed hand sanitizer stations throughout the school building during the winter flu season last school year. Additional portable sanitation stations will be placed throughout the hallways for student and staff use. Hand sanitizer will be distributed to all classrooms and frequent hand cleaning will be encouraged by staff.

Proper hand washing techniques (soap and water for at least 20 seconds) and the safe use of hand sanitizer that contains at least 60% alcohol will be reinforced by staff members.

Staff will also provide routine education on how to cough and sneeze into the elbow area or to cover the cough/sneeze with a tissue to minimize the spread of sickness.

Custodial staff will routinely and frequently check and refill all soap dispensers and hand sanitizer stations. A form will be developed for the custodial staff as evidence that these stations have been checked and have ample soap/sanitizer.

Teachers will create a daily schedule that incorporates handwashing with soap and water every 2-3 hours. Sinks and soap dispensers are located in each classroom.

Plastic bins have been ordered and will be distributed to all students to safely store classroom supplies and limit the need to borrow supplies from other students. This practice will ensure that student materials are used by only the owner of the bin which will be labeled.

Spacing, Movement and Access:

Social distancing for student desks will be executed where possible. Some classrooms will not allow for the strongly recommended six feet distancing, but we will attempt to the extent possible, which seems to be more like five feet. We will also attempt to split up classrooms through moving some students to another location in the school building where they will engage in synchronous instruction from their classroom teacher through a virtual setting.



Desks will be arranged so that they are generally facing the same direction and not in grouped settings as strongly recommended. Access to the school building by family members and guests will be discouraged and closely monitored except in extenuating circumstances determined by administration or teachers of the Academy.

Signage will be posted to encourage the practice of safe social distancing as well as floor tape or other markers to identify six-foot intervals where line formation will be anticipated. All guests entering the building will be screened for symptoms, required to wear a face covering, and sanitize hands upon entering the school building.

All adults entering the school will complete a wellness self-check, have temperature taken, encouraged to sanitize their hand and records will be kept indicating date/time and any interaction within the school building.

Classroom windows are inoperable, but air movement/conditioning is operable. The Academy is also in the process of installing an air purification system (this should be in place early September).

Classes will be in cohorts, which will keep students together and not intermingled. Specials classes will either be taught in the students' classroom or virtually. Physical education classes, if allowable, will be small groups, social distancing will be in place and occur outside when possible.

Staff members will monitor arrival and dismissal to discourage any sort of congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

Hallways will be divided and directional signage in place to encourage safe travel within the school. Entrances and exits will be identified and utilized to keep traffic flow moving in a single direction.

Screening Students and Staff

The Academy will encourage and expect parents to take their student's temperature each morning prior to taking their child to school. Students with elevated temperature will be expected to stay home from school and seek direction from a healthcare provider.

Staff members will complete a health screening survey provided by the MI Symptoms app and identified staff will receive the results of the screening. The health screening results will be sent confidentially to the CEO's Executive Assistant. If the staff member exhibits respiratory or gastrointestinal symptoms, or have an elevated temperature of 100.4 or greater, will be expected to stay home and notify their immediate supervisor. The expectations for when to stay home will be provided in the welcome back Academy communication to staff and pre-service professional development as well as throughout the entirety of the pandemic.



The Academy will identify and designate a quarantine area and staff person to care for students who become ill at school.

Any student that becomes ill, while at school, with symptoms of COVID-19 will be placed in the identified quarantine area with a surgical mask in place until they can be picked up. The staff member providing care for these students will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which a N95 mask is required.

Symptomatic students sent home from school will need to be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Any student or staff member that has any symptoms of COVID-19 will be asked to stay home and self-monitor for two weeks. They will also be strongly encouraged to contact a healthcare provider and obtain a COVID-19 test.

Testing Protocols

The Academy will cooperate with the Genesee County Health Department regarding the implementation of protocols for testing students and staff with a positive case of COVID-19. Staff will monitor students and if a student is showing symptoms of illness the student will be sent to the office and isolated until the parent can pick the student up from school.

The Flint Cultural Center Academy will cooperate with the Genesee County Health Department if a confirmed case of COVID-19 is identified and will collect the contact information for any close contacts of the affected student from two days prior to showing symptoms.

Busing and Student Transportation

The Flint Cultural Center Academy does not provide student transportation.

Food Service, Gathering, and Extracurricular Activities

The Academy will prohibit indoor assemblies that bring together students from more than one classroom.

Classrooms, outdoor areas or social distancing in the cafeteria will be used for students to eat meals at school. Mealtimes will be staggered to create seating arrangements with six feet of distance between students. Cafeteria staff will use barrier protection including gloves, face shields and surgical masks.

Students, teachers, and staff will wash hands before and after every event.

Large scale assemblies of more than 50 students are suspended.



Off-site field trips that require bus transportation to an indoor location are suspended.

Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. Students will be encouraged to wear face coverings if more than one class is outside.

School supplied meals will either be delivered to classrooms with disposable utensils or students will pick up their school supplied meals by cohort and in guidance with social distancing recommendations.

Assemblies and other school-wide events will be telecasted when possible.

Extra-Curricular activities may require the use of facial coverings.

Athletics

The Academy will follow the MHSAA guidance and future plans linked [here](#) and updated as more information is released.

Cleaning

The Academy will ensure all classrooms, common areas and restrooms are cleaned and disinfected daily.

Frequently touched surfaces including door handles, benches, restrooms, light switches, will undergo clearing at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Additionally, high frequency touch areas, such as desktops, will be cleaned and sanitized throughout the day including during transition times such as recess, lunch and possibly specials.

Libraries, computers, arts and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. The Academy will identify the feasibility of specials and other hands-on classes to come to students' classes in grades K-6.

Playground structures will undergo normal routine cleaning.

The Academy will ensure safe and correct use and storage of clearing and disinfectant products, including storing products securely away from children, and with adequate ventilation when staff use products. Staff will receive direction in the proper use and storage of these cleaning products prior to the beginning of the school year.

The Academy will provide and require staff to wear gloves, surgical mask, and a face shield when performing all cleaning activities.



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

- All protocols included on page 29 of the Roadmap are “**Strongly Recommended.**” Using these protocols as a guide, describe how the Academy will provide mental and social-emotional health services for students.
- Specifically identify which protocols on page 29 of the Roadmap, all of which are identified as “**Strongly Recommended**” that the Academy will not implement.

Complete Social Academic Emotional Behavioral Risk Screening (SAEBRS) for each child in person or online/ by phone for students participating in online learning. Screening should take 3-5 min per child. Based on students score (Low, Med, High) required follow up and interventions.

Staff will communicate and refer students based on need through emailed PDF referral that will automatically be sent by email to school social worker for at-risk students.

Staff will participate in ongoing Trauma Informed Training online or in person to continue to provide social emotional support and learning to students as well as staff.

Implementation of crisis management plan in accessing GHS (Genesee County Health Services) and GISD (Genesee Intermediate School District) in the event of loss of student or teacher to provided mental health and emotional support to staff and students.

Updating weekly wellness, mental health resources, community resources to the school website and online communication with parents (Class Dojo, Microsoft Teams, email). Online links will be provided information to community partners, self-care, Mindfulness and coping strategies for students and families.

Daily classroom CREW checking-in with teachers to evaluate physical and mental health of students. Weekly check-in/ check-outs for students can communicate privately with designated educator.

School social worker will work with Community Health Liaison, CRIM Community School Director and other community partners to access continued resources for students and parents (tele-health agencies, public health agency, etc.)

Communication with parents via multiple media sources (online, email, Microsoft teams, school website) for mental health concerns resulting from COVID-19. Michigan



Department of Health has a 24-hour hotline for mental health Michigan Disaster Distress Helpline: 1-800-985-5990.

Phase 4 Instruction

- All protocols included on pages 30-32 of the Roadmap are **“Strongly Recommended.”**
- Outline the Academy’s plan to deliver instruction during Phase 4 of the Michigan Safe Start Plan. Begin by specifying the options available to students and families. Consider describing results of surveys or other methods to solicit feedback from families as a basis for developing these options. Include whether the Academy will offer in-person instruction, remote learning options, hybrid approaches and/or rotating in-person schedules.
- When a district provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education plans. If the Academy will use any form of remote or hybrid learning models during Phase 4 of the Michigan Safe Start Plan, describe the Academy’s plans to ensure students with disabilities receive equitable services and in compliance with their individualized education programs, including the provision of auxiliary services.
- Using the protocols outlined on pages 30-32 as a guide, and incorporating other best practices, address each of the following sub-sections: Governance; Instruction; Communications and Family Supports; and Professional Learning. As all of the protocols in this section are identified as **“Strongly Recommended,”** list any that the Academy will not implement.

Learning Program/Instruction Vision

In this phase of the health pandemic, in-person instruction is permissible. We plan to offer face to face instruction as well as remote instruction and allow parents to select which program is a best fit for their family.

The Flint Cultural Center Academy intends to offer a return to school that looks quite similar to a normal return with the exception of necessary safety protocols due to COVID-19. Social distancing, facial coverings, cleaning, disinfecting will all be areas of high priority as we return students back to the school building.

The online curriculum delivered by Flint Cultural Center Academy teachers will be Academy approved curriculum and aligned with scope/sequence/pacing plans that occur with traditional face to face instruction. Remote/virtual learning plans have been revised with student, parent, and staff feedback to provide a more meaningful learning experience. The plans will be much more robust and rigorous and require significantly



more time than was required during the mandated school closure and included in the FCCA Continuity of Learning Plan.

For students that do not have a device, the Academy will provide loaner devices. We will also be working with internet providers to assist in providing internet accessibility to those families in need. If students are unable to access the internet with assistance from the Academy, printed instructional packets aligned to the virtual instruction will be developed and distributed to those in need. The printed packets will be available for pickup during meal distribution times.

Professional development for Academy staff is scheduled in August for staff members to better design, implement and deliver online instruction utilizing the Microsoft Teams platform. This platform has had numerous upgrades since the COVID-19 mandated school closure and FCCA is fortunate to have a staff member that is extremely well versed in using and training on Microsoft Teams to work with our instructional staff to develop greater skill, confidence and understanding for remote teaching/learning.

Within the first two weeks of school all students will have the NWEA assessment administered to determine academic needs. Students in kindergarten will also complete the Kindergarten Readiness Assessment (KRA). These assessments can occur in a virtual or remote setting and will provide instructional staff information on academic strengths and weaknesses.

Prior to the start of school all IEPs and 504 plans will be reviewed by instructional staff in an effort to coordinate general and special education teachers to best meet the specific and unique needs of each child based on assessment data and parent feedback, and design accommodations and match services accordingly.

The FCCA will review any and all communication from the MDE (weekly memos, notifications, press releases) on how to best grow our instructional program in a remote/virtual setting.

Furthermore, the continuation of services plan will be revised and/or developed for all students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

Families will receive frequent and routine communication from the school and their child's teacher. Weekly updates on progress will occur through Class Dojo messages. Microsoft teams will be used to communicate to students and Class Dojo to communicate to parents. Weekly instructional and assignment schedules will be posted in Microsoft Teams and Class Dojo. Additional communication from the school level will be distributed using our SIS Synergy, where robo calls, text messages, and class/grade/school emails will be distributed. Microsoft Teams parent meetings will be scheduled monthly to gain parent insight from a school level view.



Asynchronous All subjects:

Students complete all assignments/task through Microsoft Teams online platform utilizing Microsoft Teams, One Note, Flipgrid, Stream, Sway, Clever, Learn Zillion, Amplify Science, and Zearn Math.

Synchronous Math Class:

Microsoft Teams meetings using virtual white board and virtual math manipulatives. Teams meetings with small groups of students.

Synchronous ELA Class:

Teams meetings with small groups of students

The EL Education "Flex" curriculum will be utilized where three of the four modules will be covered as the three will be extended to 12 weeks to cover all content and better meet the needs of academic slide that may have occurred during the mandated school closure.

Synchronous ALL-Block-Teams meetings with small groups of students

Synchronous CREW Meetings:

Each teacher will meet for Crew time daily 25-30 minutes each day.

Asynchronous Social Studies Class:

Students will review lessons on Sway and complete projects on their own with assistance from classroom teacher/interventionists. Integration with EL Education and support from Sloan Museum via virtual instruction will also occur.

Synchronous/Asynchronous Science Class:

Students will attend Teams Meetings and complete additional work through Teams independently. Using Clever and support from Longway Planetarium will also occur in the area of science.

Communications and Family Supports

The Flint Cultural Center Academy will utilize multiple modes of communication including phone calls, text messages, e-mail, social media, and our student information system (SIS) Synergy to ensure that families have access to school resources.

Furthermore, the Flint Cultural Center Academy will work directly with our partners at the Crim Foundation and YMCA of Flint to offer additional parent opportunities for digital literacy, provide activities for students and strategies to support their students while possibly at home.

Professional Learning

The Flint Cultural Center Academy will continue to focus on curriculum planning and documentation to ensure stability of instruction, whether buildings are open or



closed. Ongoing professional development is scheduled prior to the start of the school year as well as sprinkled throughout on our early release days.

As a partner school in the Microsoft Flagship program, our leaders are engaged in best digital teaching and learning practices from around the world. We will offer additional opportunities to our instructional staff to engage in the monthly Microsoft Global School Leaders discussions to engage in dialogue from around the world on utilizing Microsoft Teams to provide high level and engaged remote instruction.



Phase 4 Operations

- All protocols included on pages 33-36 of the Roadmap are “**Strongly Recommended.**” Using these protocols as a guide, describe how the Academy will effectively manage each of the following: Facilities; Budget, Food Service, Enrollment and Staff; Technology; and Transportation.
- Specifically highlight the level of access to digital devices the Academy’s students and their families have, how the Academy has collected this information, and how the Academy will ensure equitable access to learning, as needed, through the use of technology.
- Address operational plans in the event that the Academy is required to close for in-person instruction, including the deployment of digital learning devices and transitioning to a fully remote learning environment.
- Specifically identify which protocols on pages 33-36 of the Roadmap, all of which are identified as “**Strongly Recommended**” that the Academy will not implement.

Facilities

The Operations Director has audited necessary materials and supply chain for cleaning and disinfection supplies. The school building will continue to be maintained and cleaned during a mandated school closure in anticipation for the return of students. The Director will also coordinate for support with procurement of clearing and disinfection supplies.

The Operations Director will also audit any additional facilities that the district may have access to that could be used for learning.

Any and all employees that would be allowed to be on sight working will be required to wear a face covering (custodial, administrative, secretarial, food services). As noted previously, the school will ensure that all required cleaning protocols are followed, including frequently touched surfaces that are cleaned frequently throughout the course of the school day.

The CEO and school security staff will audit the security protocols to determine if any process changes need to be implemented. School security staff will follow CDC protocols while interacting with the general public.



Facilities will be maintained for in-person school operations including:

- Checking HVAC systems to ensure effective operation.
- Air filters will be changed regularly.
- Custodial staff will distribute wastebaskets, tissues and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit.
- Custodial staff will follow guidance from the CDC on the use of facial coverings and special respirators at use when performing cleaning duties.
- Procurement of level one facial coverings for all students.

Budget, Food Service, Enrollment and Staffing

Student Drop-Off and Pick-Up

Changes to and streamlining social distancing protocols for our drop-off and pick-up procedures may be necessary. Any changes to this process will be intentionally communicated to families well in advance of those changes taking place.

Staff and Student Outreach

CEO has been in continuous communication with staff members over the course of the mandated school closure. A plan is being developed to identify those staff members that are identified as “at-risk” and utilizing them in a remote learning environment. Communication requesting parent preference for face to face or online learning has taken place. Plans have not been finalized to determine which students will be online, but that process/decision will occur within the next two weeks.

Legal Counsel

The CEO continues to consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19.

Budgeting

The CEO has spent time working with staff members to examine the budget to plan for changing enrollment patterns, staffing needs, possibly reductions due to COVID-19, and grant opportunities.

Technology

As part of the FCCA Continuity of Learning Plan, we surveyed our parents to identify needs for technology. Laptops were provided to families during our meal distribution times. Knowing we had strong participation during the mandated school closure, we are confident that we know which current families will continue to require laptops if we are in phase 3 in the future. We will inquire with our newly enrolled families through phone calls checking to see technology needs.

**Access**

The entire campus of the Flint Cultural Center has guest network access to the internet. Families often utilize the free use of this access to the world wide web before, during and even after school hours. This access will also be promoted as we move into the 2020-2021 school year. At this time, we have not had any parents indicate the need for internet, but we are prepared to provide mobile hot spots if necessary.

The Director of Technology will be the point person of assigning devices to families, keeping inventory and documentation of devices, monitoring use and any necessary repairs or malfunctions. A high-level technology staff member has been assigned the role of COVID-19 Responder to handle challenges families may have with technology and serve as a “help desk”.

Devices will be collected from families the week of August 3. Upon receiving the devices, the technology team will safely disinfect, repair, provide maintenance and prepare for re-distribution. A device loaner agreement has been developed for parents to sign as a commitment of taking responsibility for the device and returning upon request from the Academy. The agreement also provides a meaningful way to keep track of device inventory.

Redeployment of Staff

During this phase of the COVID-19 pandemic, staff members will be redeployed to assist with remote learning (teachers/interventionists/school social worker) and food distribution (lunch aides/playground monitors). All hands-on deck will be the vision to support our students and families during this mandated school closure.

Transportation

The Flint Cultural Center Academy does not offer student transportation.



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

Phase 5 Safety Protocols

- All of the protocols listed on pages 38-44 of the Roadmap are listed as either **“Strongly Recommended”** or **“Recommended.”** Using these protocols as a guide, and incorporating other best practices, describe the Academy's plans during Phase 5 of the Michigan Safe Start Plan for each of the following areas: Personal Protective Equipment; Hygiene; Spacing, Movement and Access; Screening Students, Staff, and Guests; Testing Protocols for Students and Staff and Responding to Positive Cases; and Responding to Positive Tests Among Staff and Students; Food Service, Gatherings, and Extracurricular Activities; Athletics; Cleaning; Busing and Student Transportation; and Medically Vulnerable Students and Staff.
- Highlight specific examples of how the Academy's Plan for Operating during Phase 5 of the Michigan Safe Start Plan is different from its Plan for Operating during Phase 4 of the Michigan Safe Start Plan.
- Specifically identify which protocols on pages 38-44 that are identified as **“Strongly Recommended”** that the Academy will not implement.

Personal Protective Equipment

It will be determined if and when masks are not required by staff, students and visitors as information is received from the Genesee County Health Department and CDC. Those guidelines will continue to be adhered to closely.

Hygiene

The Flint Cultural Center Academy will continue to provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). Continuous education on proper protocols for handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol will occur.

Emphasis will continue on educating staff and students to cough and sneeze into their elbows, or to cover with a tissue. All used tissues will be thrown into the trash and hands washed immediately using proper hand hygiene techniques.

Custodial staff will engage in frequent monitoring of soap dispensers and hand sanitizing stations to make sure ample supply is available. Staff will continue to limit the sharing of personal items and supplies. Student personal belongings will continue to be stored in their locker, labeled bin or cubby to assist in this process.



Spacing, Movement and Access

A continued focus on meeting social distancing guidelines when possible will occur. Class sizes will remain consistent to allow for the intended social distancing measures. Student desks will continue to be arranged facing the same direction toward the front of the classroom.

Teachers will continue to attempt to maintain six feet of spacing between themselves and students as much as possible. Signage will continue to be posted to encourage social distancing.

Air purification system will continue to be in operation to sanitize the air throughout the school building.

Students will continue to remain in cohort groups as much as possible and feasible.

Screening Students, Staff and Guests

The Academy will identify and designate a quarantine area and staff person to care for students who become ill at school.

Any student that becomes ill, while at school, with symptoms of COVID-19 will be placed in the identified quarantine area with a surgical mask in place until they can be picked up. The staff member providing care for these students will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which a N95 mask is required.

Symptomatic students sent home from school will need to be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Any student or staff member that has any symptoms of COVID-19 will be asked to stay home and self-monitor for two weeks. They will also be strongly encouraged to contact a healthcare provider and obtain a COVID-19 test.

Testing Protocols

The Academy will continue to cooperate with the Genesee County Health Department regarding the implementation of protocols for testing students and staff with a positive case of COVID-19. Staff will monitor students and if a student is showing symptoms of illness the student will be sent to the office and isolated until the parent can pick the student up from school.

The Flint Cultural Center Academy will continue to cooperate with the Genesee County Health Department if a confirmed case of COVID-19 is identified and will collect the contact information for any close contacts of the affected student from two days prior to showing symptoms.



Busing and Student Transportation

The Flint Cultural Center Academy does not provide student transportation.

Food Service, Gathering, and Extracurricular Activities

The Academy will comply with current and future executive orders that set caps on congregations of people. If field trips occur, they will comply with transportation guidelines.

Classrooms, outdoor areas or social distancing in the cafeteria will be used for students to eat meals at school. Mealtimes will be staggered to create seating arrangements with six feet of distance between students. Cafeteria staff will use barrier protection including gloves, face shields and surgical masks.

Students, teachers, and staff will wash hands before and after every event.

Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. Students will be encouraged to wear face coverings if more than one class is outside.

Students may pick up their school supplied meals by cohort and in guidance with social distancing recommendations in the cafeteria.

Extra-Curricular activities may require the use of facial coverings.

Athletics

The Academy will follow the MHSAA guidance and future plans linked [here](#) and updated as more information is released.

Cleaning

The Academy will ensure all classrooms, common areas and restrooms are cleaned and disinfected daily.

Frequently touched surfaces including door handles, benches, restrooms, light switches, will undergo clearing at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Additionally, high frequency touch areas, such as desktops, will be cleaned and sanitized throughout the day including during transition times such as recess, lunch and possibly specials.

Libraries, computers, arts and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. The Academy will identify the feasibility of specials and other hands-on classes to come to students' classes in grades K-6.

Playground structures will undergo normal routine cleaning.



The Academy will ensure safe and correct use and storage of cleaning and disinfectant products, including storing products securely away from children, and with adequate ventilation when staff use products. Staff will receive direction in the proper use and storage of these cleaning products prior to the beginning of the school year.

The Academy will provide and require staff to wear gloves, surgical mask, and a face shield when performing all cleaning activities.



Phase 5 Mental & Social-Emotional Health

- All protocols included on page 45 of the Roadmap are identified as **“Recommended.”** Using these protocols as a guide, describe to what extent the Academy will provide on-going mental and social-emotional health services for students.

Mental and Social-Emotional Health

The School Social Worker will continue to provide staff with timely, responsive, and ongoing training/PD 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 and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

The School Social Worker will also establish a comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed following an acute incident (e.g., loss of student, loss of a school staff member).

The School Social Worker will provide resources for staff self-care, including resilience strategies.

Communications and Family Supports

The Academy will continue to implement communication modes to reach every student and family in an effort to keep wellness checks and needs of school resources.

The Flint Cultural Center Academy will continue to provide resources that demonstrate that schools value parents and guardians as partners in their child's education. Supports may include additional training to access digital systems and tools, opportunities to build digital literacy, and strategies to support their child's learning at home.



Phase 5 Instruction

- All of the protocols included on pages 46-48 of the Roadmap are identified as “**Recommended.**” Outline the Academy’s plan to deliver instruction during Phase 5 of the Michigan Safe Start Plan and how that plan is different during Phase 4 of the Michigan Safe Start Plan.
- Using the protocols outlined on pages 46-48 as a guide, and incorporating other best practices, address each of the following sub-sections: Governance; Instruction; Communications and Family Supports; and Professional Learning, with particular emphasis on any differences from the Academy’s plans during Phase 4 of the Michigan Safe Start Plan.

Instruction

The Flint Cultural Center Academy will continue to ensure that every student has access to standards-aligned, grade-level instruction to meet their diverse academic and social-emotional needs. The Academy will continue to communicate regularly with families about their child’s progress and the targeted plans for students in need of additional support.

The staff will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.

The Academy in partnership with the Crim Foundation and YMCA of Flint will determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.

Professional Learning

The Academy will continue to offer and encourage staff to engage in professional development and training on Microsoft Teams and other digital platforms that support the Academy’s adopted curriculum.

Furthermore, continuous professional development opportunities will be afforded to staff on the areas of trauma, social and emotional support and self-care.



Phase 5 Operations

- All protocols included on pages 49-52 of the Roadmap are **“Recommended.”** Using these protocols as a guide, describe how the Academy will manage each of the following sub-sections: Facilities; Budget, Food Service, Enrollment and Staff; Technology; and Transportation, with particular emphasis on any differences from the Academy’s plans during Phase 4 of the Michigan Safe Start Plan.

Facilities

The Operations Director will continue to audit necessary materials and supply chain for clearing and disinfection supplies. Advanced training will be assessed and possibly offered to custodial staff members.

The Academy custodial staff will systematically and frequently check and refill the already provided hand sanitizer (containing at least 60% alcohol) stations throughout classrooms and common areas, as well as provide paper towels and tissues in the appropriate areas of the school.

The Academy’s school security protocols will continue to be audited to decide if any process changes need to be made.

HVAC systems will continue to be checked for effective operations. Air filters will be changed routinely and in accordance with recommendations.

Signage will remain posted to indicate proper social distancing, proper handwashing, handwashing, cough etiquette and nose blowing will be widely posted and encouraged through various methods of communication.

Budget, Food Service, Enrollment and Staffing

The Academy leadership team will continue to assess student drop-off and pick-up procedures and protocols to ensure the safest and most efficient means are utilized.

Student enrollment and attendance policy changes will be communicated with students, families and staff.

The Academy CEO will monitor the budget and staffing needs as the school year progresses.

Technology

Todd Beard, COVID-19 Responder, will serve as the Academy’s point of contact for all technology needs from parents and staff.



The technology team will review tracking and inventory results from student loaner devices to best prepare to avoid common concerns that were experienced during the mandated school closure and remote learning timeframe to better prepare for upgraded remote learning options.

Transportation

The Flint Cultural Center Academy does not provide student transportation.

FLINT CULTURAL CENTER ACADEMY

COVID-19 PREPAREDNESS AND RESPONSE PLAN

In accordance with Executive Orders that have been issued in response to the novel coronavirus (COVID-19), the Academy adopts the following social distancing practices and other mitigation measures to protect Academy employees and contractors.

COVID-19 Preparedness and Response Plan

The symptoms of COVID-19 typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. COVID-19 is thought to be spread mainly from person to person, between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs, sneezes or talks. It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or possibly their eyes.

A. Basic Prevention Measures

1. Employees are encouraged to stay home if they are experiencing COVID-19 related symptoms (fever, cough, or shortness of breath).
2. The Academy encourages respiratory etiquette, including covering coughs and sneezes, and frequent and thorough handwashing.
3. Employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
4. Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
5. In order to increase the physical distance among employees, the Academy will continue to evaluate exposure-reducing measures, such as the extent to which employees are able to work remotely and staggered work shifts. Employees and other individuals who are on Academy property should keep at least six feet from one another to the maximum extent possible.
6. The Academy is also aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions, and will continue to evaluate exposure-reducing measures including ensuring those employees maintain a distance of 6 feet from other employees and visitors.
7. The Academy will continue to maintain routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
8. The Academy will comply with applicable local orders issued by the County Health Department.

Prohibition from Entering Academy Property

Any employee or contractor of the Academy who displays respiratory symptoms or has had contact with a person who is known or suspected to have contracted COVID-19 is prohibited from entering property owned, leased, or controlled by the Academy, as set forth in this policy.

- A. Employees and contractors who test positive for COVID-19 or who display one or more of the principal symptoms of COVID-19 are prohibited from entering property owned, leased, or controlled by the Academy until:
 - 1. three days have passed since their symptoms have resolved and seven days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result: or
 - 2. the employee or contractor receives a negative COVID-19 test.
- B. Employees and contractors who have had close contact with an individual who tests positive for COVID-19 or with an individual who displays one or more of the principal symptoms of COVID-19 are prohibited from entering property owned, leased, or controlled by the Academy until:
 - 1. 14 days have passed since the last close contact with the sick or symptomatic individual: or
 - 2. the symptomatic individual receives a negative COVID-19 test.
- C. Pursuant to Executive Order 2020-36 or any subsequent order, an employee shall not be discharged, disciplined, or otherwise retaliated against for staying at home for periods described above.
- D. An employee who is allowed to return after the periods described above but declines to do so may be subject to discipline, up to and including discharge.
- E. To the extent that the employee has no paid leave under state or federal law or accrued paid vacation leave, personal leave or family leave, the leave may be unpaid.
- F. Any child care workers at a child care located within an Academy building (including workers at disaster relief child care centers), are permitted to be physically present in Academy buildings, as determined by Academy administrators and to the greatest extent permitted by applicable executive orders or state law.
- G. For purposes of this policy:
 - 1. The “principal symptoms of COVID-19” are fever, atypical cough, or atypical shortness of breath.
 - 2. “Close contact” means being within approximately six feet of an individual for a prolonged period of time. Close contact can occur, for example, while caring for, living with, visiting, or sharing a health care waiting room with an individual.

Social Distancing Practices and Mitigation Measures

The Academy shall minimize the number of employees and contractors who are present in any Academy building to no more than is strictly necessary to perform the activities authorized by executive order and state law. The Academy shall promote work to the fullest extent possible.

Employees and contractors who are in an Academy building or on Academy property shall maintain a distance of at least six feet from one another to the maximum extent possible.

The Academy shall implement other social distancing practices and mitigation measures relating to COVID-19 as recommended by the Centers for Disease Control and Prevention and local health authorities to the maximum extent possible.

Self-Reporting by Employees and Contractors

To proactively take measures to minimize the spread of COVID-19 and keep our school community as safe as possible during this Public Health Emergency, employees and contractors shall self-report any COVID-19 related concerns. In the event that an employee or contractor is unable to self-report, the employee should make best efforts to notify the Academy, or have a member of the employee or contractor's family notify the Academy, as soon as practicable under the circumstances.

A. Employees and contractors shall self-report any one of the following situations:

Quarantine

- You have been advised by a healthcare provider to self-quarantine.
- You have self-quarantined as a preventative care measure because of COVID-19 related symptoms as described by the Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing).
- You are subject to a quarantine or isolation order.

Care for Others

- You are caring for an individual who is subject to an order as described above.
- You are caring for a son or daughter and the school or childcare provider has been closed or is unavailable due to COVID-19.
- You must care for an at-risk family member who is following a requirement or recommendation to quarantine due to exposure to or symptoms of COVID-19.

Exposure

- You know or have reason to believe another employee has COVID-19.
- You have come into contact with someone who has tested positive for COVID-19.
- You believe you have been exposed to COVID-19.
- You are experiencing symptoms and are actively seeking a medical diagnosis.

Diagnosis

- You have been diagnosed with/tested positive for COVID-19.

Confidentiality

The Academy will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

Emergency Paid Sick Leave

The Families First Coronavirus Response Act (“FFCRA”) Emergency Paid Sick Leave Act provides eligible employees up to 80 hours of paid leave for one (1), or for a combination, of the following reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
3. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in (1) above or has been advised as described in (2) above.
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions.
6. The employee is 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.

Full time employees may be eligible for up to 80 hours of paid sick leave for one of the qualifying reasons. Part time employees may be eligible for up to a number of hours equal to the number of hours that such employee works, on average, over a 2-week period. Emergency Paid Sick Leave under the FFCRA shall not exceed 80 hours.

Paid sick time is calculated based on the employee’s compensation and the number of hours the employee would otherwise be scheduled to work, except that in no event shall such paid sick time exceed:

1. \$511 per day and \$5,110 in the aggregate for reasons (1), (2), or (3) (above);
2. \$200 per day and \$2,000 in the aggregate for reasons (4), (5), or (6) (above).

Paid sick time provided to an employee shall cease beginning with the employee’s next scheduled work shift immediately following the termination of the need for paid sick time under the FFCRA. Emergency Paid Sick Leave shall not carry over from one year to the next.

Emergency Family and Medical Leave Expansion

The FFCRA Emergency Family and Medical Leave Expansion Act (EFMLEA) provides eligible employees up to twelve (12) weeks of leave if the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

An employee must have been employed for at least 30 calendar days to be eligible for leave under the EFMLEA.

The first ten (10) days for which an employee takes EFMLEA leave shall be unpaid, however the employee may be eligible for Emergency Paid Sick Leave, as described above.

Each day of leave after the initial 10 days expires shall be paid. Paid leave shall be calculated based on an amount that is not less than two-thirds of an employee's regular rate of pay and the number of hours the employee would otherwise be normally scheduled to work. Paid leave shall not exceed \$200 per day and \$10,000 in the aggregate.

Public Health Emergency means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.

Child Care Provider means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).

School means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

Son or Daughter means "a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability."

Documentation

An employee who needs to take leave under the Emergency Paid Sick Leave Act or EFMLEA should submit a written request with the following information:

1. The employee's name.
2. The date or dates for which leave is requested.
3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
4. A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the written support provided by the employee should include the name of the governmental entity ordering quarantine or the name of the healthcare professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Expiration

This policy and the requirements under this policy shall expire on December 31, 2020, unless state or federal law extends the expiration date.

Legal References

Families First Coronavirus Response Act (“FFCRA”) Emergency Paid Sick Leave Act (PL 116-127, § 5101 et seq.; 134 Stat. 177)

Families First Coronavirus Response Act (“FFCRA”) Emergency Family and Medical Leave Expansion Act (PL 116-127, § 3101 et seq.; 134 Stat. 177)

Executive Order 2020-65, or any subsequent order

Executive Order 2020-36, or any subsequent order

Executive Order 2020-110, or any subsequent order

Executive Order 2020-114, or any subsequent order

Occupational Health and Safety Administration Guidance on Preparing Workplaces for COVID-19, available at <https://www.osha.gov/Publications/OSHA3990.pdf>.

FLINT CULTURAL CENTER ACADEMY
Administrative Guidelines for
COVID-19 Preparedness and Response Plan

In conjunction with its COVID-10 Preparedness and Response Plan, Flint Cultural Center Academy (the “Academy”) and its employees, third-party contractors, and visitors shall follow the procedures below, as applicable, so long as required by law or executive order, or determined by Academy administration to be necessary for the health and safety of Academy employees, students, and visitors.

I. Compliance with Legal Requirements

- A. The CEO or his/her designee shall assign at least one worksite supervisor to each Academy building and/or worksite, who is charged with implementing, monitoring, and reporting on the COVID-19 control strategies developed in the Academy’s COVID-19 Preparedness and Response Plan.
 - i. The worksite supervisor must remain on-site at all times when employees are present on site.
- B. For employees working on site in Academy buildings or on Academy property, the Academy shall provide training that covers:
 - i. Workplace infection control practices.
 - ii. Proper use of personal protective equipment.
 - iii. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - iv. How to report unsafe working conditions.
 - v. The Academy shall maintain a record that it has complied with these training requirements.

II. Social Distancing Practices and Mitigation Measures

- A. **Daily Screening Protocol.** Before or upon entering a Academy building or Academy property for work each day, each employee or contractor will be subjected to a self-screening protocol that includes a questionnaire covering whether the employee has symptoms of COVID-19 or has been in close contact with individuals who have tested positive for COVID-19 or who have symptoms of COVID-19. The online version of this questionnaire can be found by following this link <https://misymptomapp.state.mi.us/> and entering the **employer code: 5378-8100**. Employees that do not have access to a smart phone or other device to access this questionnaire will be provided a hard copy to complete upon arriving to the Academy.

As required by law, the Academy shall maintain records of its compliance with the daily entry self-screening protocol requirement by maintaining copies of the questionnaires completed by employees. These questionnaires will be maintained in a confidential paper and/or digital file, accessible only as needed by Academy staff to comply with this guideline, Policy [----], an executive order, or law.

- B. **Social Distancing.** Employees and contractors who are in a Academy building or on Academy property shall maintain a distance of at least six (6) feet from one another to the maximum extent possible.
 - i. To assist in this social distancing requirement, the Academy will use ground markings, signs, and physical barriers as appropriate and practicable.

C. Face Coverings.

- i. Employees must wear face coverings when they cannot consistently maintain six (6) feet of separation from other individuals in the workplace.
- ii. Employees must wear face shields when they cannot consistently maintain three (3) feet of separation from other individuals in the workplace.

D. Cleaning supplies will be available to employees at their worksites.

III. Additional Safety Measures

- A. The Academy has increased workplace cleaning and disinfection to limit exposure to COVID-19, particularly on high-touch surfaces and shared equipment and products.
- B. Work-related travel for employees is restricted to essential travel only.
- C. The Academy will continue to promote remote work to the fullest extent possible.
- D. Employees are encouraged to use personal protection equipment and hand sanitizer on public transportation, if applicable.

IV. Protocol when Individual in the Workplace Identified as Positive for COVID-19

Should the Academy become aware that an employee assigned to work on site has tested positive for COVID-19, it will take the following steps:

- A. If the employee is at work, the employee will be isolated from others and arrangements made for the employee to go home or receive medical care (as applicable) immediately.
- B. The worksite where the employee is assigned will be temporarily closed.
 - i. All areas of the worksite where the employee works, or travels will be disinfected and deep cleaned in accordance with guidance from the Centers for Disease Control and Prevention (the “CDC”).
- C. With 24 hours of receiving notice an employee has tested positive for COVID-19, the Academy will notify:
 - i. The local public health department.
 - ii. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
 - iii. The Academy shall maintain a record that it has complied with these notice requirements.
- D. A co-worker, contractor, or supplier who has had close contact with the employee who tested positive for COVID-19 is prohibited from entering property owned, leased, or controlled by the Academy until fourteen (14) days have passed since the last close contact with the employee who tested positive for COVID-19.
 - i. “Close contact” means being within approximately six feet of an individual for a prolonged period of time.

- E. An employee with a confirmed case of COVID-19 may return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

V. Specific Requirements for Offices

In addition to the general requirements imposed on all businesses and operations, Executive Order 2020-114 also imposes specific additional requirements on offices. Therefore, the following additional policies and procedures apply to Academy offices so long as required by law or executive order, or determined by Academy administration to be necessary for the health and safety of Academy employees, students, and visitors:

- A. While working in Academy offices, employees and contractors must wear face coverings in shared spaces, including restrooms and hallways, and during in-person meetings.
- B. To assist employees and contractors in maintaining a distance of at least six (6) feet apart while working in Academy offices, the Academy will:
 - i. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
 - ii. Spread out workstations and stagger workspace usage.
 - iii. Restrict use of non-essential common space (e.g., cafeterias).
 - iv. Provide visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).
 - v. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.
- C. All employees working in Academy offices shall be assigned a dedicated entry point to reduce congestion at the main entrance.
- D. As required by executive order, water fountains will be turned off.
- E. To maintain the cleanliness of the office environment, the Academy shall:
 - i. Provide disinfecting supplies and require employees to wipe down their workstations at least twice daily.
 - ii. Post signs about the importance of personal hygiene.
 - iii. Disinfect high-touch surfaces; and
 - iv. Minimize the shared use of items when possible.
- F. All nonessential visitors are prohibited from entering Academy offices.
- G. The Academy shall notify Academy employees or contractors working in an Academy office if the Academy learns that an individual with a confirmed case of COVID-19 has visited the office.

VI. Confidentiality

The Academy will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Americans with Disabilities Act (ADA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

VII. Legal References

Executive Order 2020-65, or any subsequent order

Executive Order 2020-36, or any subsequent order

Executive Order 2020-110, or any subsequent order

Executive Order 2020-114, or any subsequent order

Occupational Health and Safety Administration Guidance on Preparing Workplaces for COVID-19, available at <https://www.osha.gov/Publications/OSHA3990.pdf>.

