



## **The Greenspire School COVID-19 Preparedness and Response Plan**

Address of School District: 1026 Red Drive, Traverse City, MI 49684

District Code Number: 28904

District Contact Person: Robert Walker

District Contact Person Email Address: robert.walker@greenspireschool.org

Local Public Health Department: Wendy Hirschenberger

Local Public Health Department Contact Person Email Address: whirsch@gtchd.org

Name of Intermediate School District: Traverse Bay Area Intermediate School District

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

7/29/2020  
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.

Dear Greenspire Community Members,

We appreciate your patience and understanding over the last several months as we, along with all schools in the state and country, have had to adapt to some very unprecedented challenges.

To create The Greenspire School Return to School Roadmap, we sought the input and feedback from a variety of stakeholders. Those stakeholders included board members, the leadership team, faculty/staff, parents, students, community members, and conversations with other schools across the country with similar project-based and innovative missions. Your input and feedback have been invaluable as we utilize the MI Safe Schools Roadmap to design a plan that works for The Greenspire School.

As you read through our plan, please understand that there are certain elements that are required of any school, public, private or charter. Those are non-negotiable protocols that must be in place to ensure the safety and health of our students and faculty/staff. In addition, there are several strongly recommended and recommended protocols that have been incorporated into our plan that will also be required.

You will notice that a priority of this plan is communication, particularly with students and parents/guardians. We are committed to making sure that you are aware of any updates and policy changes that may be necessary during the 2020-2021 school year. In addition, we hope to

provide you with the opportunity to better understand our digital tools and resources if they are required to be used during the school year. Please regularly check your email and the school website for any updates. We will do our best to utilize multiple communication channels.

Thank you again for your support and understanding as we continue to navigate this unprecedented time. We are committed to providing your child with a quality education and are committed to the mission and vision of The Greenspire School in whichever phase or learning platform we are utilizing.

Robert Walker, EdS  
Head of School/Superintendent

### Required, Strongly Recommended, and Recommended Protocols

As described in the MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap, there are three classifications of safety protocols for all Michigan schools. Required safety protocols must be implemented by all Michigan schools that serve grades PreK-12 and will help to minimize the risk of exposure to COVID-19 for students, parents, staff, and community members. Safety protocols that are either strongly recommended or recommended are optional and schools have the ability to implement and enforce those protocols and actions as they deem appropriate.

### Four School Scenarios for Fall 2020

- **MI Safe Start Phase 6** - Schools *are* open for in-person instruction with minimal safety protocols
- **MI Safe Start Phase 5** - Schools *are* open for in-person instruction with minimal required safety protocols

- **MI Safe Start Phase 4** - Schools *can* open for in-person instruction with more stringent required safety protocols
- **MI Safe Start Phase 1, 2, and 3** - Schools *are not* open for in-person instruction and instruction is provided remotely

### MI Safe Schools Roadmap and the MI Safe Start Plan

Governor Whitmer will continue to use the MI Safe Start Plan as the highest-level governing framework for determining if and when it is safe to resume in-person instruction. Within the MI Safe Start Plan, schools are not permitted to provide in-person instruction of any kind if their region is within Phases 1-3 of the pandemic. All schools are permitted to resume in-person instruction beginning in Phase 4 of the MI Safe Start Plan. Some regulations and mandates will be relaxed as COVID-19 public health metrics improve in Phase 5 of the MI Safe Start Plan. All schools will remain open with some lasting safety requirements once community spread is not expected to return during Phase 6 of the MI Safe Start Plan. Schools will retain authority to enact stricter public health requirements than is mandated within this Roadmap. Additionally, school districts will retain the authority to close school buildings even if they have not been mandated to do so.

### The Greenspire School Leadership Plan

In the event that members of The Greenspire School leadership team become directly affected by COVID-19, the following leadership structure will be enacted to ensure continuity of leadership for the school.

Head of School/Superintendent - Robert Walker

Assistant Head of School/Project-Based Learning Coordinator - Sarah Payette

Math Instructor & Technology Coordinator - Emily Feaster

## Attendance

Please continue to communicate any student absence for any reason to the school using normal protocols for reporting absences. It is important for the school to know if and when our students are ill for any reason so that we can continue to promote the learning process.

Specific attendance requirements for periods of remote instruction will be communicated to families once it has been determined at the state level.

## Communication

There will be three primary modes of communication for families. The first is via email. Please make sure that the school has your most up-to-date email address on file and please regularly check your email for important updates. In addition to email, the school will utilize its website and Facebook page for major announcements. When necessary and for those that may not have immediate access to technology, phone calls, mail, and signage will also be utilized.

## School Closures

Any school closure will be communicated to The Greenspire School community via the same pathways as a weather-related school closing. Families will also find school closing information on our website and Facebook page. In addition, specific information regarding the school closing will be communicated to families via email by the school leadership.

We will work directly with the local health department and appropriate officials to determine if/when a school closing due to COVID-19 is appropriate.

## Drop-Off and Pick-Up Procedures

Any changes to drop-off and/or pick-up procedures for students and parents will be communicated via email and notice on the website and Facebook page by school leadership. Please understand that we may have to make changes to this process several times as we proceed

through the school year. We appreciate your flexibility as we work to keep our Greenspire community members safe.

### Appropriate Use of Facial Coverings

Facial coverings are an additional step to help slow the spread of COVID-19 when combined with regular preventive actions and social distancing in public settings.

When facial coverings are required at school, individuals are required to wear one that covers your nose and mouth.

Please visit the [CDC website](#) for more information regarding the appropriate use of facial coverings.

### Remote Learning Option for Phase 4 and Phase 5

The Greenspire School will continue to monitor the spread of COVID-19 and receive regular updates and guidance from local, state and federal agencies and officials.

Our priority, whenever possible, is to have the building open for in-person instruction for our students, however we want to provide the option to families to choose between in-person and remote learning during Phase 4 and Phase 5. All students will be required to participate in online learning during Phase 3. The option for remote learning will not be available during Phase 6 as all students are expected to return to school for in-person instruction.

Over the summer, families will complete a Commitment Form to select in-person or remote learning for their student(s). This form will be completed each quarter. Students **will only** be able to participate in that chosen delivery system for that quarter and may elect to change formats for the next quarter. Students that choose the remote learning option, **will not** be able participate in any in-person activities on campus as the school will have planned activities, classes, and

events for the amount of students who selected in-person instruction to ensure social distancing and student and faculty/staff safety.

A more detailed plan regarding the Remote Learning Option, along with the Commitment Form will be released on August 14, 2020 so that families can make a more informed decision.

The basic framework of the program is listed below...

- The remote learning option will require a higher level of rigor, workload and time commitment from the remote learning period that occurred during the spring of 2020.
- The remote learning option will require support from adults at home.
- The remote learning option will require students to participate in a *primarily* asynchronous (online without real-time interaction) learning environment, however some synchronous (real-time) online learning will be done as well at least once per week with the teacher.
- Each day, students will engage in daily lessons, activities and assignments in all classes in order to be marked present for the day.
- Grading and assessment for all remote learning courses will follow the same guidelines as in-person courses.
- Due to the rigor and participation expectations of virtual instruction, each student will likely need their own device and access to high-speed internet at home. Families will be able to select if they need this equipment for their student(s) when completing the Commitment Form in August and the school will do their best to fulfill those needs.



## **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.

### **MI Safe Start Phases 1, 2 and 3**

During these three stages, the community spread of the virus is increasing and substantial. There is concern about the capacity of the health system. Testing and tracing efforts may not be sufficient to control the spread of the pandemic. No in-person instruction is permitted. Instruction will only be done remotely.

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

The Greenspire School will be closed for all in-person instruction or activities.

### **Spacing and Movement**

The Greenspire School will be closed for all in-person instruction or activities.

The faculty and staff of The Greenspire School will be permitted to enter the building for the purposes of conducting basic school operations, including remote live instruction, as determined by the Head of School/Superintendent. Social distancing of faculty and staff members will be strictly enforced. Masks are required in common areas of the school building. Working from home is strongly recommended for all school employees in this phase.

### **Screening Students**

The Greenspire School will be closed for all in-person instruction and activities. Since students will not be physically in the school building in Phase 3, no screening protocols are required for students.

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

The Greenspire School will be closed for all in-person instruction. No response is required, however any positive COVID-19 cases by The Greenspire School community members should be communicated to the Head of School/Superintendent.

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

All inter-school activities are discontinued and all before-school and after-school activities are suspended. For those in need of food service during remote learning, we encourage you to connect with Traverse City Area Public Schools for more information. You can also visit the [Traverse Bay Area Intermediate School District](#) site for more information on food service and pantry opportunities.

### **Athletics**

All athletic practices, games, and competitions are suspended.

### **Cleaning**

The Greenspire School will be closed for all in-person instruction, and cleaning practices will be adjusted to maintain school building functional order.

### Busing and Student Transportation

The Greenspire School does not provide busing for students.

*\*The school will not be used for any licensed child care providers*

## 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.

### Community Well-Being

- **Regular Student Check-Ins** - The Greenspire School will implement a system for each student to have a check-in with their advisor at least once per week. This will be done in addition to any regular class meetings or office hours scheduled by the faculty/staff. If there is concern that the student is “at-risk” academically, emotionally, or physically, the faculty/staff member will communicate that information to the Head of School/Superintendent and the Assistant Head of School immediately. The Head of School/Superintendent and/or the Assistant Head of School will connect those in need with trained professionals and/or the appropriate resources.
- **Regular Faculty and Staff Check-Ins** - The Greenspire School leadership team will regularly check-in with faculty and staff regarding their well-being. This will be done at least once per week by the Head of School/Superintendent and/or the Assistant Head of School.
- **Professional Development/Training for Staff** - The Head of School/Superintendent will provide faculty and staff with professional development opportunities, virtual training and webinars, and/or peer-reviewed journal articles for social-emotional learning, as well as identifying at-risk students during this phase.
- **Crisis Management Plan** - If necessary, The Greenspire School will continue to coordinate with the Traverse Bay ISD for any necessary services.

- **Mental Health Liaison** - The Greenspire School will designate Sarah Payette to serve as the mental health liaison and communicate between the school and local public health agencies/partners. The designee will also help to communicate strategies for parents as well as share any comprehensive lists or wellness resources to the school community.

*\*The school will not implement a telephone hotline or designated email for mental health concerns, however the school will implement a mental health liaison. The school will provide regular student and faculty/staff check-ins, but we do not have a trained mental health professional on staff and will coordinate with the ISD when required.*

## 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.

## Governance

- **Feedback** - The Greenspire School’s remote learning plan will be clearly communicated to all stakeholders via the school’s website and via email. In an extended remote learning situation, the leadership team will solicit feedback from stakeholders via online surveys or virtual focus groups/feedback sessions conducted via Zoom. The faculty and staff will also communicate any feedback from students and/or parents to the school’s leadership team. Regular staff meetings and/or feedback sessions with the faculty and staff will be conducted to solicit their feedback. If necessary, the school will adjust the remote learning plan based on stakeholder feedback. There are two all faculty/staff work days in August (August 10th and 11th) to help prepare curriculum, projects, and instructional delivery systems for all possible formats (online, hybrid and in-person instruction). In addition, the faculty/staff returns to the building on August 24th for instructional planning.

## Remote Instruction

- **Remote Learning Plan Distribution** - The Remote Learning Plan will be posted on the school's website and regularly distributed via email to all stakeholders. As noted previously, there will be opportunities for stakeholder feedback during and after the use of a remote learning plan. These feedback opportunities may be in the form of surveys and/or virtual focus groups/feedback sessions conducted via Zoom.
- **Online Learning Format** - The school will continue to utilize its remote learning plan and make improvements or changes as necessary. Any changes to the plan will be communicated to the students and families. The school leadership team and faculty/staff will work to ensure that we continue to promote our mission and vision during any remote learning period. For the 2020-2021 school year, an increased focus on live instruction, project-based learning in a virtual format, and increased communication of assignments, schedules, and projects to students and parents will be priorities. The staff will continue to promote outdoor learning during any remote learning period to the best of our ability.
- **Assessments and Student Progress** - When applicable, formative assessments, screeners, and other diagnostics tools will be utilized to assess the needs of students in a remote learning environment. These tools will be used to guide instruction and inform students and parents of academic progress. Professional development and training will be provided by school leadership to design these assessments.
- **Special Education Students** - The special education teacher, along with other faculty and staff members will provide online intervention opportunities and support services. The special education teacher will collaborate with other faculty and staff members who provide instruction to meet the needs of the student in the remote learning environment. Consideration for the students' needs around accessibility and assistive technologies will be offered when possible. The school will attempt to acquire facial coverings with clear

portions (mouth visible) for students with hearing impairments.

- **Other Considerations** - The Greenspire School does not have any students transitioning to post-secondary education at this time, however we will work with students who will be transitioning to high school at the conclusion of their 8th grade year. The school will remain connected with MDE regarding policies and guidance.

*\*The school will not create a specific Return to Instruction and Learning working group, however the Head of School/Superintendent has sought the feedback of parents, students, teachers, staff, community members, board members, and other school officials in developing this plan. Reflection on the school's previous remote learning plan as well as input on potential instructional designs going forward were received at these stakeholder meetings. The school does not have students transitioning to post-secondary education, however we do have students that will transition to high school.*



## 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

- **Audit of Materials and Cleaning Supplies** - The school will continue to account for all necessary equipment and cleaning supplies to facilitate a safe return to the building for in-person instruction. The school will continue to work with local emergency management programs to procure cleaning and disinfection supplies, if necessary. The school will utilize the summer months to stock-up on such supplies as well as ask for donations from families that are able to contribute.
- **Masks** - School employees charged with cleaning and disinfecting will be required to wear masks or face coverings.
- **Cleaning Protocols** - The Greenspire School will utilize school cleaning and disinfection protocols according to the [CDC School Decision Tree](#).

### Technology

- **Point of Contact** - Emily Feaster will serve as our point of contact for all technology needs from students, parents, and faculty and staff.

- **Review of Policies** - The Greenspire School will update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology. As always, any change to these policies will be communicated to all stakeholders.
- **Access** - The Greenspire School will ensure that every student has access to the appropriate technology and connectivity needed to continue learning. The school will be purchasing extra Chromebooks and hotspots.
- **1:1 Technology** - Students will have their own Chromebook to use. Students will not be sharing devices throughout the school day. These devices will be kept at school and loaned out as needed during a remote learning period.

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

- **Food and Pantry Services** - You can visit the [Traverse Bay Area Intermediate School District](#) site for more information on food service and pantry opportunities.
- **Resources and Materials** - The school leadership team will provide instructional resources and materials to staff and students (as needed).
- **Attendance** - Attendance and participation will regularly be recorded at advisor check-in meetings and at live virtual class meetings. Additionally, student participation will be recorded in other activities and after assignments and projects are completed.

*\*The Greenspire School does not offer food services. The school will coordinate with the ISD and local school district for food services.*

## **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.

### **MI Safe Start Phase 4**

During this stage, the number of new cases and deaths has fallen for a period of time, but overall case levels are still high. Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing. Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels.

The overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

Schools will be prepared with response activities continuing to maintain ongoing surveillance and execution of active mitigation measures. Schools should be prepared to implement social distancing measures. Short-term dismissals and suspension of extracurricular activities should be expected for cleaning and contact tracing purposes. Schools must consider the judgment of the local health department for the sub-region of concern.

In-person instruction is permitted with required safety protocols.

### **Personal Protective Equipment**

Facial coverings must always be worn by all faculty/staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any faculty/staff member who cannot medically tolerate a facial covering must not wear one. Any faculty/staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. Homemade facial coverings must be washed daily. Individuals are responsible for the proper cleaning of their own face coverings. Disposable facial coverings must be disposed of at the end of each day.

Facial coverings must be worn by all students. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Families are responsible for the daily washing of any homemade facial covering.

Facial coverings must always be worn in hallways and common areas by PreK-12 students in the building except during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-

one (basic) grade surgical masks. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day. Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from the MDE.

Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

For any student or faculty/staff member unable to wear a mask, medical documentation from a physician is required to be on file with the school prior to removing a mask.

Families are expected to provide their students with their own facial covering. The school will have disposable facial coverings for emergency situations.

### Hygiene

The Greenspire School will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). This includes the teaching and reinforcement of handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. In addition, the school will educate faculty and staff as well as students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

The school will set-up multiple touchless hand sanitizer dispenser stations in both buildings for student and faculty/staff use. Faculty/staff and students will make sure that they wash their hands or use hand sanitizer at least once, every 2-3 hours during the school day.

The school will limit the sharing of personal items and supplies such as writing utensils. Students will keep personal items in separate and in individually labeled lockers/cubbies. Students should also keep a personal bag/box for school supplies such as pens, pencils and other necessary items. The school will provide this item for students. There will be limited use of common classroom materials to small groups with items being disinfected between use.

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

Students will be spaced as far apart as feasible. When possible, all desks will be arranged to face the same direction toward the front of the classroom. Teachers will attempt to maintain six feet of spacing between themselves and students.

Family members, volunteers, or other guests are not allowed in the school building except under extenuating circumstances as determined by the leadership team. Any individual coming into the school must wear a facial covering.

A video doorbell system will be installed at the main entrance and rear entrance to the Spruce building to help promote social distancing and the safety for our faculty and staff. If a student needs to be picked-up from school early, the parent/guardian should ring the video doorbell to communicate with our front desk staff. Once confirmed, the student will be dismissed. Since entry is restricted, please send an email to Jill Rowley stating the name of the student, when the student will be picked-up, and who will be picking them up from school. This will replace the need for a family member or designee to enter the building. Please make sure you send the email to Jill prior to arriving at the school. Texts and phone calls will not be accepted as forms of permission for early student pick-up.

Signage and other markers will be used to provide for proper social distancing in common areas as well as help to manage the flow of people through the building. The school has already acquired the proper supplies.

Classrooms with windows that can open, should be open as much as possible. Exterior doors should still be kept closed for safety reasons. When possible, classes will take place outside of the school building while still practicing social distancing of at least six feet. The school will work to create additional outdoor learning spaces and opportunities.

### **Screening Students and Staff**

The Greenspire School will cooperate with the local public health department regarding implementing protocols for screening students and faculty and staff.

The school will designate the conference room as the quarantine area for any student or faculty and staff member who become ill at school. Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a facial covering until they can be picked up. A school faculty/staff member caring for these individuals should wear a facial covering. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC Guidelines](#).

Families will be asked to check their child's temperature at home every morning using oral, tympanic, or temporal scanners. Students with a temperature are encouraged to stay home and consider coronavirus testing if symptoms of COVID-19 are present. Families are also encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Faculty/staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature, they should stay home. Faculty/staff should communicate with Jill Rowley regarding any absence from school.

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

The Greenspire School will cooperate with the local public health department regarding implementing protocols for screening students and faculty/staff.

Students who develop a fever or become ill with COVID-19 symptoms at school should be transported by their parent or guardian, emergency contact, or by ambulance if clinically unstable, for off-site testing. Any faculty/staff member who develops a fever or becomes ill with COVID-19 symptoms at school should be transported for off-site testing.

Symptomatic students and staff sent home from school should be kept home until they have [tested negative](#) for COVID-19, or have been released from isolation according to [CDC Guidelines](#).

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 or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or faculty/staff member) so that they can be quarantined for 14 days at home. Students and faculty/staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in class is not recommended. Only those that develop symptoms require testing for COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

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

The Greenspire School is required to cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.



The leadership team will notify local health officials, staff and students immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. The Greenspire School understands that student communicable disease related information is protected health information.

Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

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

Any indoor assembly that brings together students from more than one classroom is prohibited. In this phase, the traditional Council format will not take place as well as any double blocks of STEM or community presentations.

The Greenspire School will continue to utilize our outdoor space for students to eat meals at school. This will assist in maintaining social distancing. Due to space requirements, meal times may be staggered to create seating arrangements with six feet of distance between students. Students and faculty/staff will wash hands before and after each meal.

Large scale assemblies of more than 50 students are suspended. Off-site field trips that require bus transportation to an indoor location are suspended. With the permission of school leadership, extracurricular activities may continue with the use of face coverings and social distancing.

### Athletics

The Greenspire School will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). Students and faculty/staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event. This will be done by home screening. All athletic equipment must be disinfected before and after use.

Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses or other modes of transportation must be cleaned and disinfected before and after every use.

Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding. Any large scale indoor spectator events are suspended. Large scale outdoor spectator events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this type of equipment. Handshakes, fist bumps, and other unnecessary contact must not occur. Indoor physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

### Cleaning

Frequently touched surfaces including light switches, doors, benches, and bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Classrooms and learning spaces will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Student desks and/or tables will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. Playground structures will undergo normal routine cleaning, but using an

EPA-approved disinfectant is unnecessary. The school will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products. The faculty/staff must wear gloves, surgical mask and a face shield when cleaning. The leadership team of the school will develop a daily schedule for these additional cleanings utilizing a rotation of faculty/staff members. Increased nightly cleaning by our janitorial staff will also be scheduled, including a daily cleaning checklist.

### **Medically Vulnerable Students and Staff**

The Greenspire School will systematically review all current plans (Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19. If a student or faculty/staff member is medically vulnerable, the school will require a signed note from their physician prior to any absence from school.

#### 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.

#### Community Well-Being

- **At-Risk Students** - The leadership team will communicate to faculty/staff all guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- **Professional Development and Training** - The leadership team will provide staff with ongoing training/professional development as well as needed tools, resources, and implementation support.
- **Crisis Management Plan** - If necessary, The Greenspire School will coordinate with the Traverse Bay ISD for any necessary professional services.
- **Regular Faculty and Staff Check-Ins** - The Greenspire School leadership team will regularly check-in with faculty and staff on their well-being. This will be done at least once per week.
- **Mental Health Liaison** - The Greenspire School will designate Sarah Payette to serve as the mental health liaison and communicate between the school and local public health agencies/partners. The designee will also help to communicate strategies for parents.

*\*The school will not implement a telephone hotline or designated email for mental health concerns, however the school will implement a mental health liaison. The school will provide*

*regular student and faculty/staff check-ins, but we do not have a trained mental health professional on staff and will coordinate with the ISD when required.*

## 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.

### Instruction

- **Learning Program** - The leadership team of the school will determine if the school will continue with remote learning, shift to a hybrid learning format, or return to in-person learning. Specific schedules regarding a hybrid learning format or return to in-person instruction will be communicated to the Greenspire community as decisions are made.
- **Instructional Vision** - First and foremost, The Greenspire School is committed to its mission and vision. The Greenspire School is committed to ensuring that every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject. Our students’ academic and social-emotional needs will be addressed through regular check-ins with at least one member of The Greenspire School faculty/staff.

- **Special Education Students** - The general education and special education faculty/staff will collaborate on delivery methods for assessments and instruction as outlined in IEPs and consideration will be given to students' needs around accessibility and provide assistive technologies, where possible. The school will attempt to acquire facial coverings with clear portions (mouth visible) for students with hearing impairments.

#### Communications and Family Support

- **Communication System** - The Greenspire School will utilize multiple modes of communication (phone, text, mail, website, PowerSchool, and email) to ensure that all students and their families have access to school resources. For more information, please refer to page 3 of this document.
- **Parent Partners** - The Greenspire School values parents as partners in their child's education. When possible, the leadership team and faculty/staff will provide assistance to parents to access and use the school's digital platform and tools, provide activities for their student(s), and strategies to support their student(s) at home.

#### Professional Learning

- **Planning** - The Greenspire School will continue to identify students who did not engage in remote learning and develop a plan for those students to provide additional support both in terms of academic assistance and social-emotional assistance, if necessary.
- **Sharing of Resources** - The leadership team and faculty/staff will regularly share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
- **Training** - Training will be provided to the leadership team and faculty/staff for the chosen digital systems and tools and their use to ensure that remote learning experiences are equitable and engaging for all.

- **Student Learning** - The Greenspire School is committed to its mission and vision in whichever instructional format we may be in during the 2020-2021 school year. The leadership team and faculty/staff will do their best to make sure these tenets are upheld in either remote or hybrid learning formats. The Greenspire School will ensure that every student has access to standards-aligned, grade-level instruction. All students will be offered scaffolds and supports to meet their diverse academic and social emotional needs.
- **Reviewing Student Data** - The leadership team and faculty/staff of the school will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- **Hybrid Model** - In the event of the school utilizing a hybrid instructional model, The Greenspire School will ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork. The school will develop an attendance system to monitor and track students' online attendance on a daily basis. If necessary, further communication regarding a schedule will be determined in August during faculty/staff planning time.

*\*The school will not create a specific Return to Instruction and Learning working group, however the Head of School/Superintendent has sought the feedback of parents, students, teachers, staff, community members, board members, and other school officials in developing this plan. Reflection on the school's previous remote learning plan as well as input on potential instructional designs going forward were received at these stakeholder meetings. The school does not have students transitioning to post-secondary education, however we do have students who will transition to high school.*



## 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

- **Supplies** - Prior to the school reopening for in-person instruction, the leadership team will audit the necessary materials and supply chain for cleaning and disinfection supplies. If necessary, the leadership team will coordinate with the Local [Emergency Management Program](#) (LEMP) for support with procurement of cleaning and disinfection supplies.
- **Cleaning** - As noted earlier, the school will ensure that all required cleaning protocols are followed, including frequently touched surfaces that are cleaned several times a day. The leadership team will alert the school-based custodial staff of the changes to the delivery system of instruction.
- **Busing** - The Greenspire School does not provide busing for its students.
- **Reopening Facilities** - Prior to in-person instruction taking place, the school leadership team will audit how many classrooms are available, the size of each classroom, additional spaces that are available for use, and the ventilation of each learning space. An

assessment by the school leadership team of school security protocols will be conducted prior to students and faculty/staff returning to school. Signage about frequent [handwashing](#), [cough etiquette](#), and [nose blowing](#) will be posted and encouraged through various methods of communication.

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

- **Student Drop-Off and Pick-Up** - Phase 4 may necessitate the need for changes to our drop-off and pick-up process. Any changes to this process will be communicated to families ahead of time. Please note that in Phase 4, students will most likely be kept outside of the school building (unless inclement weather) which will help us to ensure social distancing policies. Staggered drop-off and pick-up times may be required to ensure social distancing both inside and outside of the school building.
- **Master Schedule** - Please note that changes may be necessary to the master schedule such as staggered start and ending times to ensure proper social distancing procedures are in place throughout the school day.
- **Staff and Student Attendance** - The leadership team of the school will conduct staff and student outreach to understand who will be returning to school. The leadership team will develop a staffing plan to account for any employees who are unable to return to school. For students with preexisting conditions or other documented medical issues who are unable to return to school, a remote learning plan will be created for that student. Any policy change to attendance policy for staff and students, will be communicated to families.
- **Legal Counsel** - The leadership team of the school will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19.

- **Budgeting** - The leadership team of the school will examine the budget to plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.

#### Technology

- **Point of Contact** - Emily Feaster will serve as our point of contact for all technology needs from students, parents, and faculty and staff.
- **Return of Student Technology** - Student technology should be returned to school leadership and/or faculty and staff in a bag. The school will begin the process of [sanitizing](#) the devices prior to repair or replacement evaluation. The school will do its best to minimize the time that students are without their technology.
- **School Closing for In-Person Instruction** - Digital devices will be deployed to students and a move to virtual learning will commence as soon as possible.
- **Reopening for In-Person Instruction** - The school leadership team and faculty/staff will review tracking and inventory results from student device return as a way of understanding the quality and progress of technology processes. Chronic technology issues that arose during the school closure period will be identified.

## **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.

### **MI Safe Start Phase 5**

During this phase, new cases and deaths continue to decrease for an additional period of time. At this point, the number of active cases has reached a point where infection from other members of the community is less common. With widespread testing, positivity rates often fall much lower than earlier phases. Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall.

School preparedness and response activities around surveillance and active mitigation continue from Phase 4 with loosening of required safety protocols. Schools should remain prepared to implement social distancing measures. Short-term dismissals and suspensions of extracurricular activities remain possible for cleaning and contact tracing purposes. Students and teachers at increased risk of severe illness should remain prepared to implement remote teaching and learning modalities. Schools must consider the judgment of the local health department for the sub-region of concern.

Schools will be open for in-person instruction with minimal required safety protocols.

### **Personal Protective Equipment**

In Phase 5, the leadership team will determine if and when masks are not required of faculty/staff, students, and visitors to The Greenspire School. Unless otherwise communicated by the leadership team of the school, facial coverings are required for faculty/staff and students at all times while inside. Due to the unique design and learning environment of The Greenspire School buildings, hallways and common areas are often used for instructional purposes, thus necessitating the need for masks to be worn at all times inside the school building unless noted by the leadership team. This communication will be sent to faculty/staff, parents, students, and community members via email, postings, and/or announcement on our website.

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any faculty/staff member or student who cannot medically tolerate a facial covering should not wear one. Any faculty/staff member or student that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering. Homemade facial coverings should be washed daily. Disposable facial coverings should be disposed of at the end of each day.

Masks will not be required for outdoor activities, however all protocols from the state will be followed in terms of numbers and distancing.

### **Hygiene**

The Greenspire School will continue to provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by faculty/staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

There will be a continued emphasis by the leadership team and faculty/staff of The Greenspire School to emphasize handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. In addition, continued emphasis will be

placed on making sure all students and faculty/staff of the school cough and sneeze into their elbows, or cover with a tissue. All used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques. Faculty/staff and students will be encouraged to wash their hands frequently throughout the school day.

There will be frequent checks of soap dispensers and hand sanitizing stations to make sure there is an adequate supply. The school will continue to limit the sharing of personal items and supplies between students. Learning spaces will be routinely cleaned throughout the school day.

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

When feasible, adequate spacing between students will continue. When feasible, desks will be arranged in the same direction toward the front of the classroom. When possible, teachers will continue to maintain at least six feet apart between themselves and their students. Social distancing will continue to be encouraged in all common areas of the building.

As able, classes will continue to meet outdoors. If a classroom has windows that can open, they should be open as much as possible, weather permitting.

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

The conference room will continue to be used as the designated quarantine area. Students who become ill with symptoms of COVID-19 at school, will be kept in the quarantine area until picked-up by a parent or guardian. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC Guidelines](#).

All faculty/staff members should conduct a daily self-examination, including temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature, they should stay home.

Parents or guardians and volunteers are not allowed in the school building except under extenuating circumstances as determined by the school leadership team. When necessary, only one parent or guardian per child will be allowed to enter except under extenuating circumstances as determined by school officials. Any parent or guardian or volunteer must wear a mask at all times inside the school building.

Parents or guardians are encouraged to check their student's temperature at home every morning using oral, tympanic (ear), or temporal scanners. Students with a temperature, should stay home and consider coronavirus testing if no other explanation is available. Parents or guardians are encouraged to ask their student or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.

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

Any student who develops a fever or becomes ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing. Faculty/staff members who develop a fever or become ill with symptoms of COVID-19 at school should wear a mask, and should be transported for off-site testing.

Parents and guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.

Symptomatic students and staff sent home from school should be kept home until they have [tested negative](#) or have been released from isolation according to [CDC Guidelines](#).

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or faculty/staff member) so that they can be quarantined at home. Classmates should be

closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

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

The leadership team of the school will notify local health officials, faculty/staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. The leadership team of the school will provide faculty/staff with guidance on confidentiality laws and statutes that protect student and faculty/staff health information.

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

Students and faculty/staff members should wash hands before and after every meal.

All gatherings, including those that occur outside 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, which includes mandatory facial coverings.

After-school programs can continue with the use of mandatory facial coverings.

### **Athletics**

Any indoor spectator event is limited to 50 people. Large scale outdoor spectator events are limited to 250 people. Every participant will confirm that they are healthy and without any symptoms prior to any event. All equipment will be disinfected before and after use. Each participant must use a clearly marked water bottle for individual use. No sharing of water bottles or similar equipment is permitted. Handshakes, fist bumps, and other unnecessary contact should not occur.



### Cleaning

Frequently touched surfaces including lights, doors, benches, and bathrooms will be routinely cleaned. Student desks/tables should be wiped down with either an [EPA-approved disinfectant](#) or diluted bleach solution after every class period. The school will continue to ensure the safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

### Busing and Student Transportation

The Greenspire School does not provide busing for students.

### Medically Vulnerable Students and Faculty/Staff

The leadership team and faculty/staff will do their best to enable any faculty/staff member or student who is medically confirmed as high-risk for severe illness to minimize face-to-face contact and allow them to maintain social distancing.

*\*The school will not create a specific Return to Instruction and Learning working group, however the Head of School/Superintendent has sought the feedback of parents, students, teachers, staff, community members, board members, and other school officials in developing this plan. Reflection on the school's previous remote learning plan as well as input on potential instructional designs going forward were received at these stakeholder meetings. The school does not have students transitioning to post-secondary education, however we do have students that will transition to high school.*

## 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 ongoing mental and social-emotional health services for students.

### Mental and Social-Emotional Health

- The leadership team of the school will continue to provide faculty/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.

### Communications and Family Supports

- The leadership team of the school will continue to implement communication systems needed to reach every family and student, through multiple modes of communication.
- The Greenspire School 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.

### Professional Learning

- The leadership team and faculty/staff will continue to identify students who did not engage in remote learning and develop a plan to provide additional support, if needed. Students who potentially need additional support will be identified.
- Continual professional development and training will be provided to faculty/staff on the chosen digital systems and tools in use at the school.

### Instruction

- The Greenspire School 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 school will continue to communicate regularly with families about their child’s progress and the targeted plans for students in need of additional support.
- The leadership team and faculty/staff will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.

- When applicable, the faculty/staff will integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.

## 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 school will continue to audit necessary materials and supply chain for cleaning and disinfection supplies.
- The leadership team of the school will continue to audit all school buildings and learning spaces with a focus on how many classrooms are available, the size of each classroom, additional spaces that are available, and the ventilation in each classroom.
- The leadership team of the school will continue to audit school security protocols to decide if any process changes need to be implemented.
- Signage about frequent [handwashing](#), [cough etiquette](#) and [nose blowing](#) will still be widely posted, disseminated, and encouraged through various methods of communication.

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

- The leadership team and faculty/staff will continue to assess student arrival and pick-up protocols.

- The leadership team will communicate any student enrollment or attendance policy changes with school leaders and families.

#### Technology

- **Point of Contact** - Emily Feaster will serve as our point of contact for all technology needs from students, parents, and faculty and staff.
- **Reopening for In-Person Instruction** - The school leadership team and faculty/staff will review tracking and inventory results from student device return as a way of understanding the quality and progress of technology processes. Chronic technology issues that arose during the school closure period will be identified.

## **THE GREENSPIRE SCHOOL COVID-19 Preparedness and Response Plan**

In accordance with Executive Order 2020-97, The Greenspire School institutes this COVID-19 Preparedness and Response Plan ("Plan").

The Greenspire School aims to protect its workforce by enacting all appropriate prevention efforts. The Greenspire School 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 (616) 836-8353 and/or email at [jsanford@axioshr.com](mailto:jsanford@axioshr.com).

The Greenspire School designates the following worksite supervisors/employees to implement, monitor, and report on this Plan: Robert Walker and Sarah Payette. The Greenspire School will designate additional individuals as needed.

This Plan is maintained and posted at all locations.

### **1. Prevention Efforts and Workplace Controls**

#### **a. Cleanliness and Social Distancing**

The Greenspire School limits the number of employees present on premises and the movement of employees between work sites to no more than is strictly necessary.

Only critical infrastructure workers performing necessary work, or workers permitted by Executive Order to resume duties, are directed to report on-site. For such workers, The Greenspire School abides by the recommended social distancing and other safety measures and establishes the following:

- Gatherings where social distancing cannot be maintained are prohibited;
- 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, clocking in, leaving work, and clocking out;
- When necessary, The Greenspire School utilizes ground markings, signs, and physical barriers, as appropriate, to further facilitate social distancing;
- Whenever possible, The Greenspire School utilizes flexible and/or rotational scheduling, including staggered start and break times, to limit the number of employees simultaneously working on-site;
- The Greenspire School provides visual indicators of appropriate spacing for employees throughout the premises and outside of the dedicated entry points in case of congestion;
- The Greenspire School restricts usage of non-essential common space;
- The Greenspire School utilizes physical barriers, where possible and appropriate, separating work stations from cafeteria tables;
- The Greenspire School posts this Plan to emphasize the importance of personal hygiene;

- Employees' interactions with the general public and delivery personnel are modified to allow for social distancing and additional physical space between parties; and
- Non-essential travel and in-person visits are postponed or cancelled.

The Greenspire School provides employees with, at a minimum, non-medical grade face coverings, as well as appropriate personal protective equipment ("PPE") (e.g., gloves, goggles, face shields, face masks). Masks must be worn by employees when in shared spaces (e.g., in-person meetings, restrooms, hallways), and if they consistently maintain fewer than six feet of separation; face shields must be worn by employees if they consistently maintain fewer than three feet of separation. PPE is available at the front desk and, when used, must be disposed of in a trash can.

In addition, The Greenspire School is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout worksites;
- Implementing a cleanliness plan and infection-control measures in accordance with EPA Guidance for Cleaning and Disinfecting, performing routine environmental cleaning and disinfection with an EPA-approved disinfectant, especially of common areas and frequently touched surfaces;
  - Identifying what needs to be cleaned with soap and water, including visibly dirty surfaces;
  - Identifying what needs to be disinfected with an EPA-approved disinfectant or EPA-approved alternative, considering estimates that COVID-19 lasts in the air for 3 hours and on common surfaces for varying lengths of time (e.g., 5 days on glass; 4 days on wood; 3 days on plastic and stainless steel; and 24 hours on cardboard);
- Where available, providing hand-washing and/or hand-sanitizing stations in high-traffic areas to enable easy access by employees.

The Greenspire School identifies the following locations as high-risk areas: hallways, break areas, and conference rooms. Employees must maintain social distancing when occupying and/or passing through these areas.

The Greenspire School provides employees with cleaning and disinfecting supplies that can be found in each classroom or the custodial closet.

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 cleaning and disinfecting tools and equipment;
- Frequently washing hands with soap and water for at least 20 seconds;
- Discontinuing the use of hand dryers;
- 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 The Greenspire School premises to designated Plan supervisors and/or Human Resources;
- Complying with The Greenspire School's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Complying with self-isolation or quarantine orders; and
- Utilizing personal protective equipment and hand sanitizer on public transportation.



Employees are trained on the information contained within this Plan, as well as the CDC's "How to Protect Yourself and Others" and "How to Safely Wear and Take Off a Cloth Face Covering" posters, attached here. Employees return a signed acknowledgement to the Head of School/Superintendent, confirming their receipt and review of the information.

**a. 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, as defined by the Daily Screening process, by any individual who worked at or visited the worksite, The Greenspire School:

- Informs all employees, owners, contractors, or suppliers who may have come into contact with the diagnosed/symptomatic individual in the 48 hours preceding the onset of symptoms of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic individual; and
- Implements its response plan and cleaning and disinfecting protocols, including shutting down appropriate areas of the premises, increasing ventilation, and conducting a deep cleaning of both the diagnosed/symptomatic individual's workstation and those common areas potentially infected by the individual.

All employees who worked in sustained, close proximity to the diagnosed/symptomatic individual (i.e., those employees who worked within six feet of the diagnosed/symptomatic individual for at least ten minutes) in the 48-hour timeframe 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.

The Greenspire School's Human Resources maintains a confidential central log of diagnosed/symptomatic employees. If applicable, The Greenspire School notifies leadership, contractors or owners of confirmed COVID-19 diagnoses among workers on premises.

Within 24 hours of a confirmed COVID-19 diagnosis, The Greenspire School notifies the local public health department.

The Greenspire School's Human Resources maintains documentation related to exposure notifications.

The Greenspire School completes an OSHA Form 300, as well as a Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If an employee infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

**a. 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, The Greenspire School 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.

**1. 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 timely notification to their supervisor and Human Resources, will be removed from the regular work schedule:

- Employees who are currently and atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, 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 who is atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, 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.

**a. Daily Screenings**

Employees are asked the following questions before entering the worksite:

1. Are you currently and atypically suffering from any of the following symptoms – fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
  - a. Once a touchless thermometer is available, temperature checks are performed.
  - b. 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 internationally 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 return from travel.

Visitors who reply "Yes" to any of the above questions are not permitted entrance.

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

**a. Return-to-Work Requirements**

Employees who were themselves diagnosed with COVID-19, or experienced symptoms thereof, as defined by the Daily Screening process, 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 symptom-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**
- Two consecutive negative results from COVID-19 tests conducted at least 24 hours apart and in accordance with the current FDA/CDC-recommended procedure. Under the symptom-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 10 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, The Greenspire School may accept written statements from employees confirming all the factors supporting their release.

#### **1. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19**

Employees may be permitted to utilize available paid-time off provided under The Greenspire School policy concurrently with or to supplement any approved leave.

##### **a. FFCRA**

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.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee's regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is 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.

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.

**a. Unemployment Compensation Benefits**

Under Executive Order 2020-76, 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:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
4. Needing to care for someone with a confirmed COVID-19 diagnosis; and
5. 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).

**a. 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."

The Greenspire School 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 The Greenspire School 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.

**1. Plan Updates and Expiration**

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

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

#### **ACKNOWLEDGMENT**

By signing below, Employee acknowledges receipt of and training on the following:

- Company's COVID-19 Preparedness and Response Plan;
- CDC's "How to Protect Yourself and Others" poster; and
- CDC's "How to Safely Wear and Take Off a Cloth Face Covering" poster.

Employee understands it is his/her responsibility to review and understand the above. Employee acknowledges and agrees that he/she will comply with all safety and COVID-19 procedures implemented by The Greenspire School .

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Employee

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Date