



## Black River Public School COVID-19 Preparedness and Response Plan

Black River Public School - Middle/High School Building  
491 Columbia Ave.  
Holland, MI 49423

Black River Public School - Elementary Building  
513 Columbia Ave.  
Holland, MI 49423

District Code Number: 70904

Building Code Number(s): Middle/High School Building - 70904  
Elementary School Building - 02914

Black River Public School District Contact Person:

Mr. Shannon Brunink, Head of School

Email: [bruninks@brpsk12.org](mailto:bruninks@brpsk12.org)

Local Public Health Department Information:

Ottawa County Department of Public Health

12251 James Street

Holland, MI 49424

Phone: (616) 396-5266

Kristina Wieghmink, OCDPH Public Information Officer

Email: [kweighmink@miottawa.org](mailto:kweighmink@miottawa.org)

Intermediate School District: Ottawa Area Intermediate School District (OAISD)

Authorizing Body: Grand Valley State University, Allendale, MI

Date of Adoption by Board of Directors: August 3, 2020

8/10/20

  
The Board of Directors



## Black River Public School | Assurances

- Black River Public School 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 school.
- Black River Public School 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 here.
- Black River Public School 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.
- Black River Public School'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.
- Black River Public School 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.
- Black River Public School 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.
- Black River Public School prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

  
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President of the Board of Directors

8/13/20  
Date



- 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 | Phase 5*

- The administrative team and faculty/staff will continue to assess student arrival and pick-up protocols.
- The administrative team will communicate any student enrollment or attendance policy changes with school staff and families.

#### *Technology | Phase 5*

- Point of Contact – Caleb Fisher will serve as our point of contact for all technology needs from students, parents, and faculty and staff.
- Reopening for In-Person Instruction will be a continuation of Phase 4 as students were already attending school on campus.

#### *Black River Public School | Acknowledgements*

Black River Public School would like to thank our incredibly hard-working and committed re-entry task force leaders and members. A team of over 60 Black River colleagues, board members, health professionals and community leaders worked diligently over the past three months to develop a back-to-school strategy that allows for flexibility as we move through phases of the Governor's MI Safe Start Plan, and prioritizes the health and safety of our community first. We are truly grateful for your efforts and want to acknowledge your time and commitment to our school.

The task force team leaders include:

Facilities Management – John Donnelly, Dean of Students

Best Health and Safety Procedures – Nicole Klunder, Director of Enrollment

Instruction and Remote Learning – Angela Aumagher, Science Teacher and Kendra Kern, Elementary Montessori Teacher

Mental Health and Physical Wellness – Tricia Schrottenboer, School Counselor

Technology and Digital Learning Tools – Caleb Fisher, Technology Lead

- 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 | Phase 5*

- Black River Public 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 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.

### Black River Public School | Operations During Phase 5

- 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 | Phase 5*

- The school will continue to audit necessary materials and supply chain for cleaning and disinfection supplies.
- The administrative 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.



students in grades 4-12. These are the same protocols as described in Phases 1-3 and will be used by staff for support and monitoring as well.

- Screenings will be compliant with HIPAA and FERPA policies.
- Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Black River Public School counseling staff with administration surveyed all staff to determine the level and type of support they will need during the transition back to school.
- The counseling staff has created professional development modules for EduGuide as well as the 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.
- Black River Public School maintains a comprehensive crisis management plan, created by the counseling and social work staff, that leverages available internal and community-based resources, which can be activated quickly and efficiently when needed (e.g., loss of a student, loss of a school staff member). All Black River administrators and the MS/HS main office have been given a copy of the Crisis Management binder which is updated each school year.
- Our wellness resources continue to be updated as in Phases 1-4 on our school website through the > Resources > Wellness Tab on the homepage.

## Black River Public School | Instruction During Phase 5

- 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.



- 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 | Phase 5*

- Black River Public School does not provide busing for students but will adhere to the guidelines for field trips and athletic activities and travel.

#### *Medically Vulnerable Students and Faculty/Staff | Phase 5*

- 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.

#### **Black River Public School | Mental & Social-Emotional Health During Phase 5**

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

Black River Public School will continue its Mental & Social-Emotional Plans from the previous Phases. These plans include:

- The counseling and social work team at Black River Public School will work with teachers to determine student engagement and continue to use this indicator as a way to follow-up with families that may need support.
- Teachers and staff can recommend support services based on conversations with students during spring 2020 virtual office hours and/or when parents reached out asking for extra support. BRPS will continue to follow-up with these families and students as the school year starts.
- Staff will be made aware of the guidelines for the identification and rapid referral of at-risk students.
- With the recommendation from the MI Safe Start Roadmap, Black River Public School counseling and student support staff worked hard to vet and implement a mental health screening for all students called EduGuide for



- 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 | Phase 5*

- 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 | Phase 5*

- 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 | Phase 5*

- Frequently touched surfaces including lights, doors, benches, and bathrooms will be routinely cleaned.

- 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 | Phase 5*

- 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 | Phase 5*

- 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.



- BRPS 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 | Phase 5*

- Adequate spacing between students will continue, when feasible.
- Student seating will be arranged in the same direction toward the front of the classroom, when feasible.
- Teachers will continue to maintain at least six feet apart between themselves and their students, when possible. Social distancing will continue to be encouraged in all common areas of the building.
- Classes will continue to meet outdoors, as able. If a classroom has windows that can open, they should be open as much as possible, weather permitting.

#### *Screening Students, Staff, and Guests | Phase 5*

- The designated middle and high school quarantine area is the secondary counseling office.
- The designated elementary building quarantine area is the North Copy Room..
- 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 or OCDPH.
- 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.

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 square footage of the learning environment of Black River's buildings, hallways and common areas the need for masks to be worn at all times remains inside the school buildings 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 | Phase 5*

- Black River Public 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).
- BRPS leadership team and faculty/staff will continue 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.
- 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.
- Hi-Tec cleaning staff will make frequent checks of soap dispensers and hand sanitizing stations to make sure there is an adequate supply.



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

### Black River Public School | Safety Protocols During Phase 5

- 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.

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 | Phase 5*

- In Phase 5, the leadership team will determine if and when masks are not required of faculty/staff, students, and visitors to Black River Public school.

- Continue to monitor device usage and compliance with online learning programs.
- Provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access.
- Ensure that students can submit assignments and be evaluated accordingly.
- Schedule ongoing staff training on platforms and tools.
- Review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.
- Ensure every student has access to the appropriate technology and connectivity needed to continue learning. This will be done by active monitoring of student attendance and engagement.

When the school year is complete, the technology department will develop safe procedures for the return and inventory of district-owned devices as part of a return to school technology plan. BRPS will also continue to assess families' needs to keep devices over the summer for continued learning. The return procedures will include:

- Safely bagging devices collected at schools.
- Sanitizing the devices prior to a repair or replacement evaluation.
- Ordering accessories that may be needed over the summer; and
- Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement. This will also be done on an as needed basis during the school year.
- Maintaining the spreadsheet and bar coding system used as an asset tracking tool. We do not require a third party to help with this.



- Legal Counsel – The leadership team of the school will consult legal counsel to preemptively address liability questions, related concerns, or vendor issue relative to
- Budgeting – The business office team of the school will examine the budget to plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.

#### *Technology | Phase 4*

*Our technology plan for remote instruction reflects the work done for Phases 1-3*

In spring of 2020 our Technology Department created a distribution system for issuing and tracking school-owned technology that is used by BRPS families during remote learning. This plan remains in effect for this school year and includes:

- Surveying families to collect information on the numbers, types, and condition of devices used in their homes to support remote learning.
- Appointing Technology Director, Caleb Fisher, as our single point of contact to plan and communicate with the administrators and staff in both buildings.
- Training and support for BRPS staff to adapt remote learning for the classroom that includes a shared drive of curated video presentations, slide presentations, resource articles and small break-out training sessions conducted during the fall professional development session.
- Allowing staff to work directly with technology support staff, Ed Merz, on device and/or general technology support on a quick response basis. The communication team created a Technology Department “Meet the Team” flier for parents and staff with contact information and help desk resource information. This can be found on the Black River Public School website.

As the school year continues and particularly in Phase 1-3, the technology department will have the ability to maintain our on-site triage of staff and student devices to minimize the time that staff and students may be without a device. They will continue to work with the administration and the Board to prepare and that includes testing every WiFi access point and wired network device in the district. The technology team will also:

- Develop a technology support plan for families that includes a shared drive with curated video presentations, resource articles, podcasts and blogs and dedicated help desk support.

- 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 Facilities team will alert the school-based custodial staff of the changes to the delivery system of instruction.
- Busing – Black River Public School does not provide busing for its students but will adhere to requirements for field trip or athletic activities/trips.
- 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 Facilities team of school security protocols will be conducted prior to students and faculty/staff returning to school.
  - Signage for hygiene practices will be posted encouraging healthy habits.

#### *Budget, Food Service, Enrollment, and Staffing | Phase 4*

- 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.



- 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 – Black River 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 in person formats. Black River 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 – Teachers and support staff of the school will review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- BRPS will use Google Classroom 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.

#### Black River Public School | Operations During Phase 4

- 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 | Phase 4

- Supplies – Prior to the school reopening for in-person instruction, the Facilities 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.



and families. There may be a rare exception to this as a few high school students may earn credit through Michigan Virtual Academy when scheduling conflicts arise for students or teachers.

- 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.
- Students in both in-person and remote learning situations will receive resources for social/emotional support.

#### *Communications and Family Support | Phase 4*

We will continue to use three main modes of communication at BRPS:

- Website (News Feed Updates Regularly)
- Infinite Campus Email Messenger & Inbox – Recently updated to include over 400 new email addresses. Reaches over 1000+ email addresses and all inboxes of parents signed up for IC general notifications.
- Schoolpointe Stay Connected App – Includes news updates, upcoming events, staff directory, school building information, push notifications
- The BRPS website will be updated to include:
  - › Wellness Tab
  - › Parent Resource Page under the Return to Learn tab – Covid Specific Information, links to wellness tab, instructional and digital media platforms, technology resources.
  - › Continue to provide Weekly Family Updates on Thursday of every week with important information and updates.
- Parent Partners – BRPS 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. These resources are already being distributed to families before school begins.

#### *Professional Learning | Phase 4*

- Planning – Black River Public 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.



- Our wellness resources continue to be updated as in Phases 1-3 on our school website through the Wellness Tab on the homepage..

## Black River Public School | Instruction During Phase 4

- 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 | Phase 4

- Learning Program – The Instructional Committee for our return to school plan was developed in June with leadership from our Science Department Chair and includes teachers, paraprofessionals, board members who are also parents as well as administration. This team has developed detailed plans for in person instruction, remote learning for those who need it and remote learning for all if it becomes necessary.
- Instructional Vision – Black River Public School is committed to its mission and vision. Black River is committed to ensuring that every student will start the year with access to grade-level instruction and high quality, instructional materials in every subject.
- All instruction, whether in person or in the remote option offered to our students, will be led by our own Black River teachers with our own Black River curriculum which is unique and part of our educational promise to students



- 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.

As the school year ended in spring 2020, the counseling and social work team at Black River Public School worked with teachers to determine student engagement and used this indicator as a way to follow-up with families that may need support. Teachers also recommended support services based on conversations with students during virtual office hours and when parents reached out asking for extra support.

- BRPS will continue to follow-up with these families and students as the year starts to access needs for this school year. Staff will be made aware of the guidelines for the identification and rapid referral of at-risk students.
- With the recommendation from the MI Safe Start Roadmap, Black River Public School counseling and student support staff worked hard to vet and implement a mental health screening for all students called EduGuide for students in grades 4-12. These are the same protocols as described in Phases 1-3 and will be used by staff for support and monitoring as well.
  - Screenings will be compliant with HIPAA and FERPA policies.
  - Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Black River Public School counseling staff with administration surveyed all staff to determine the level and type of support they will need during the transition back to school.
- The counseling staff has created professional development modules for EduGuide as well as the 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.
- Black River Public School maintains a comprehensive crisis management plan, created by the counseling and social work staff, that leverages available internal and community-based resources, which can be activated quickly and efficiently when needed (e.g., loss of a student, loss of a school staff member). All Black River administrators and the MS/HS main office have been given a copy of the Crisis Management binder which is updated each school year.



- Indoor physical conditioning activities that require shared equipment are suspended.
- Outdoor physical conditioning activities are allowed while maintaining social distancing.

#### *Cleaning | Phase 4*

- 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. Increased nightly cleaning by our janitorial staff will also be scheduled, including a daily cleaning checklist.

#### *Medically Vulnerable Students and Staff | Phase 4*

- BRPS 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.

instruction about return to work, using the most current guidelines from the CDC for this determination.

#### *Food Service, Gathering and Extracurricular Activities / Phase 4*

- Students will eat in their classrooms with their classmates. If possible, students may potentially eat outside with their class and teacher. This will assist in maintaining social distancing. Due to space requirements, meal times may be staggered to help with social distancing.
- 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 / Phase 4*

Black River Public School will comply with all guidance published by the Michigan High School Athletic Association (MHSAA). 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.



- 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 | Phase 4*

Black River Public 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. Black River Public 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

- The school will designate the secondary counseling office as the quarantine area for any student or faculty and staff member who becomes ill at school at the Middle and High School building.
- The Elementary School quarantine area is our North Copy Room.
- Students who become ill with symptoms of COVID-19 should be placed in this identified quarantine area with a facial covering until they can be picked up. A school faculty/staff member caring for these individuals should wear proper PPE. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC Guidelines and OCDPH.
- 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 COVID-19 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 Kelli Heneghan, District Substitute Coordinator, regarding any absence from school.

#### *Testing Protocol for Students and Staff and Responding to Positive Cases | Phase 4*

- Black River Public School will cooperate with the Ottawa County Department of 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.



- Any individual coming into the school must wear a facial covering.
- Our video doorbell system will help limit difficulties with social distancing of visitors at the Main Building and Elementary school Main Office entrances. All other campus doors are locked to deny unauthorized entry.
- Since entry is restricted, parents/guardians will have to notify the school through a phone call or email that they will be picking their student up during the school day, and who will be picking the student up from school.
- 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.
- While the middle/high school building has very limited windows that open, classrooms in all buildings with the ability to open windows should open them as much as possible.
- Exterior doors will be kept closed for safety reasons. When possible, classes will take place outside of the school building while still practicing social distancing.
- BRPS will work to create additional outdoor learning spaces and opportunities.

#### *COVID-19 Screening & Reporting | Phase 4*

Black River Public School will cooperate with the Ottawa County Department of Public Health to implement protocols for screening students and staff.

- Parents/Legal Guardians have been made aware of COVID-19 symptoms and will be asked to screen students as well as take their temperature before they come to school each day. Parents/Legal Guardians will be asked to contact the attendance line immediately and contact the main office via email.
- Staff screening protocols will include education on the COVID-19 symptoms, several important screening questions, and a temperature screening. Staff will be given guidance during the fall professional development training on who to contact if they have symptoms..
- Black River Public School maintains a weekly communicable disease reporting protocol and reports all fever/flu symptoms as well as a list of communicable diseases to the Ottawa County Department of Health every Friday while school is in session. This protocol will be amended to include the guidelines provided by the Health Department to include suspected cases of COVID-19 in students and staff.

- BRPS will always 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.
- Hi-Tec will systematically and frequently check and refill soap and hand sanitizers.
- Staff and students will be educated on proper handwashing techniques with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Staff will be on hand to reinforce proper handwashing techniques by our students. Staff and students will be given visual signs with these techniques and signs will be posted in the building near handwashing stations.
- Students and teachers will have a scheduled handwashing/sanitizing break with soap and water every 3 hours.
- Portable handwashing and/or hand sanitizing stations will be set up throughout school including in the main office, faculty workroom, and more.
- Staff and students will be educated 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. Signs will be posted.
- Every effort has been made to limit sharing of personal items and supplies such as writing utensils, shared books and materials.
- Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
- Use of classroom materials will be limited to small groups when necessary and disinfected between use.

#### *Spacing, Movement and Access | Phase 4*

BRPS students attending classes on campus will be spaced as far apart as feasible. When possible, student seating 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 staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
  - PreK-5 and special education teachers should consider wearing clear masks.
- Facial coverings must be worn by K-12 students, staff, and bus drivers during school transportation. The transportation supervisor will notify bus drivers.
- Facial coverings must ALWAYS be worn inside buildings by BRPS K-12 students who are physically able, except for during meals. Parents/legal guardians will be notified and signs have been posted in the building.
- Student facial coverings may be:
  - Homemade - Homemade facial coverings must be washed daily.
  - Disposable level-one (basic) grade surgical masks - disposable facing 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 MDE.
- Facial coverings must be worn in classrooms by all BRPS students in grades 6-12. Parents/legal guardians will be notified and signs have been posted.
  - Any student who cannot 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.
- All students in grades K-5 will wear facial coverings in the classroom except during outdoor breaks with social distancing, while eating or when directed by an adult to remove it. Parents/legal guardians have been notified and signs are posted in the building.
- Facial Coverings are considered to be part of BRPS dress code and will be enforced as necessary.

#### *Hygiene | Phase 4*

Black River Public School has worked closely with our custodial service company, Hi-Tec Building Services to relay and monitor all REQUIRED hygiene protocols.



- 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.

### *Governance*

As stated in our plan for Phases 1-3, Black River Public School moved forward quickly to create the Operation Rat Return: Return to Learn task force that included a broad group of stakeholders charged with the work of evaluating the learning experiences of our families from spring 2020. They began the challenging and exciting work of enhancing and improving our remote learning and teaching experience as we move forward with the intention to create a structure that will allow for a safe, full-time return of our students to campus.

Through stakeholder feedback, the group recognized the importance of choosing a cohesive K-12 learning management system (Google Classroom and Google Suite) to help families and learning facilitators with the task of managing multiple students at differing grade levels. They also created a carefully curated list of digital platforms that will be used in the classroom. Finally, comprehensive professional development tools from videos to break-out virtual training sessions were created to support the staff. Opportunities for feedback during department-level meetings will be provided as we move forward and continue to improve. Families will also be encouraged to provide important feedback for our staff.

### *Personal Protective Equipment | Phase 4*

Black River Public School will ensure compliance with the Personal Protective Equipment protocols identified as REQUIRED in the MI Safe Start Plan, including when and where staff and students are required to wear facial coverings. Staff will be trained and signage will be posted in all buildings. Note: Black River does not have a PreK program.

- Facial coverings must ALWAYS be worn by BRPS staff except for meals. Staff have been made aware that facial coverings may be:
  - Homemade - homemade facial coverings must be washed daily.
  - Disposable level-one (basic) grade surgical masks - must be thrown away at the end of each day.
- Staff are aware that any staff member who cannot medically tolerate a facial covering must not wear one.



- BRPS business office and human resources firm have already moved meetings to a virtual format and most forms can be processed using digital technology. This will continue in the fall of 2020 for the 2020–2021 school year.

Black River Public School will close the kitchen facilities to all food service workers. Our families come from several counties and many neighborhoods so we will continue to effectively coordinate with the Ottawa County Department of Health Community Action Agency and the Ottawa Area ISD to ensure food is distributed to our eligible families in need.

- Food distribution information and sites will be mailed and/or emailed, posted on the Black River website, and announced on social media immediately.
- We will continue to offer assistance to all agencies when needed.

During this time of remote learning, student attendance will be tracked through Google Classroom. We will continue and teacher attendance will continue to be tracked through our AESOP service.

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

#### Black River Public School | Safety Protocols During Phase 4

- 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.



- Ensure that students can submit assignments and be evaluated accordingly.
- Schedule ongoing staff training on platforms and tools.
- Review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.
- Ensure every student has access to the appropriate technology and connectivity needed to continue learning. This will be done by active monitoring of student attendance and engagement.

When the school year is complete, the technology department will develop safe procedures for the return and inventory of district-owned devices as part of a return to school technology plan. BRPS will also continue to assess families' needs to keep devices over the summer for continued learning. The return procedures will include:

- Safely bagging devices collected at schools.
- Sanitizing the devices prior to a repair or replacement evaluation.
- Ordering accessories that may be needed over the summer; and
- Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement. This will also be done on an as needed basis during the school year.
- Maintaining the spreadsheet and bar coding system used as an asset tracking tool. We do not require a third party to help with this.

#### *Budget, Food Service, Enrollment, and Staffing | Phase 1-3*

During Phase 1-3 of the MI Safe Start Roadmap, Black River Public School will provide instructional resources and materials to staff and students, as feasible and when needed.

- A key feature of quality teaching is the selection of instructional materials that meet the needs of a diverse student population and fit the constraints of teaching during remote learning. BRPS will continue to provide the support needed for all students at BRPS to thrive during the COVID-19 pandemic.
- BRPS, if required, will work with the Michigan Department of Education to understand flexibility with hiring and develop a plan to govern hiring in a remote environment.



Below are two operation protocols that are “strongly recommended” under the Safe Schools Roadmap that BRPS will not implement during Phase 1-3.

1. Our facility will not be utilized for a local election.
2. BRPS will not distribute meals when the campus is closed. We will maintain food distribution through the Ottawa County Department of Health approved facilities and distribution locations. We do not have licensing to operate as a childcare facility.

### *Technology | Phase 1-3*

In spring of 2020 our Technology Department created a distribution system for issuing and tracking school-owned technology that is used by BRPS families during remote learning. This plan remains in effect for this school year and includes:

- Surveying families to collect information on the numbers, types, and condition of devices used in their homes to support remote learning.
- Appointing Technology Director, Caleb Fisher, as our single point of contact to plan and communicate with the administrators and staff in both buildings.
- Training and support for BRPS staff to adapt remote learning for the classroom that includes a shared drive of curated video presentations, slide presentations, resource articles and small break-out training sessions conducted during the fall professional development session.
- Allowing staff to work directly with technology support staff, Ed Merz, on device and/or general technology support on a quick response basis. The communication team created a Technology Department “Meet the Team” flier for parents and staff with contact information and help desk resource information. This can be found on the Black River Public School website.

As the school year continues and particularly in Phase 1-3, the technology department will have the ability to maintain our on-site triage of staff and student devices to minimize the time that staff and students may be without a device. They will continue to work with the administration and the Board to prepare a plan that includes testing every WiFi access point and wired network device in the district. The technology team will also:

- Develop a technology support plan for families that includes a shared drive with curated video presentations, resource articles, podcasts and blogs and dedicated help desk support.
- Continue to monitor device usage and compliance with online learning programs.
- Provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access.



all staff in incremental updates through email communication and through Google.

## Black River Public School | Operations During Phase 1-3

- 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.

As Black River Public School remains in Phase 1-3 under the MI Safe Start Roadmap we understand that our facilities will be closed for in-person instruction and we will initiate our plan to deliver remote instruction to our K-12 students. Under the umbrella of operations, our technology team has already done the work of ensuring all BRPS families have equitable access to technology. During this time, adequate technology and access to the most useful digital platforms, builds a strong foundation for remote learning, supports students where they are across varied learning contexts and needs, and gives our educators more insight into student engagement. Our operation plan includes providing instructional resources where needed, ensuring access to food and nutrition for our families in need, and creating expectations for attendance and how to measure engagement.

### *Facilities | Phase 1-3*

Our Director of Facilities, will continue to audit and monitor our custodial service, Hi-Tec Building Services to ensure the necessary materials for safe and effective cleaning and disinfection supplies are in the building and the facilities are maintained and ready for the return of our students and faculty. This includes:

- Executing cleaning and disinfection protocols according to the CDC School Decision Tree.
- Ensuring custodial staff wear surgical masks when performing cleaning duties.
- Working with the ISD to coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies to reduce costs, if needed..



- 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 and project based 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.
- Students with Special Needs – IEPs and 504 Plans have been updated as necessary to ensure that we are meeting the needs of the students and their necessary accommodations.
  - The special education teachers, along with other faculty and staff members will continue to 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.
- Transitioning Students – Students making transitions to postsecondary opportunities will continue to be supported as necessary.

#### *Professional Learning | Phase 1-3*

- The Instruction task force formed a committee to design and implement our remote learning plan.
  - They have developed tools for all staff members to use for optimum remote teacher and learning. These resources have been distributed to

### *Extending Resources to Students and Families | Phase 1-3*

BRPS recognizes that having the right technology is crucial when it comes to ensuring student success during remote learning. In spring 2020 the technology team surveyed Black River families to ensure they had the resources needed to transition to remote learning. The technology department:

- Issued a Chromebook with fully functional audio and video capabilities to any parent/guardian of a student that asked for a school-issued laptop.
- Provided resources to families that did not have a reliable internet connection to secure low-cost or free connectivity options.
- Allowed all families to keep their school-issued technology through the summer to allow students to strengthen their computer skills and continue to learn.

BRPS students will continue to offer a school-issued Chromebook with audio and video capability when a student needs a device to work remotely. After important feedback, the need for parent support is recognized and BRPS will have digital platform tutorials and resourceful information located on the Black River website.

We ask parents to help students:

- Find a Dedicated Time for Learning
- Choose a Dedicated Space for Learning
- Limit Distractions
- Communicate and Advocate
- Be an Active Learner

### *Remote Instruction Protocols and Best Practices | Phase 1-3*

- 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 as well as continuation of our open communication through email and phone.
- Online Learning Format – The school will continue to utilize its remote learning plan through the Google platform and make improvements or changes as necessary. Any changes to the plan will be communicated to the students and families.



management system (Google Classroom and Google Suite) to help families and learning facilitators with the task of managing multiple students at differing grade levels. They also created a carefully curated list of digital platforms that will be used in the classroom. Finally, comprehensive professional development tools from videos to break-out virtual training sessions were created to support the staff. Opportunities for feedback during department-level meetings will be provided as we move forward and continue to improve. Families will also be encouraged to provide important feedback for our staff.

Black River Public School will adhere to all of the Strongly Recommended protocols regarding remote instruction

### *Our Alternative Modes of Instruction | Phase 1-3*

Remote Learning at all grade levels K-12 while in Phase 1-3 will be both Synchronous and Asynchronous.

- Synchronous is learning that is delivered at a specific time to all students in a classroom through Google Meet. This learning will be utilized when feasible.
- Asynchronous is learning content provided to students and accessed when they choose. Communication is not live, so it allows students to work on their own time. Examples of asynchronous learning at Black River will include pre-recorded video presentations, webinars, blogs, classroom forums and discussion boards posted to Google Classroom. This type of learning allows maximum flexibility for our families as many parents are still working during the school day but will need to be able to facilitate learning.
  - In order to streamline the process of creating and deploying lesson plans, projects and assignments, Black River is using G Suite and Google Classroom, along with expanded virtual office hours and individualized learning plans because of unique family circumstances.
  - Ongoing coordination and collaboration within departments and at all grade levels has been implemented so staff can share the workload and prioritize the creation of core content offerings.

### *Challenges and Successes: Implementing Our Continuity of Learning and COVID-19 Response Plan*

As administrators, educators and families across the State of Michigan reflect on the many challenges we faced during the spring of 2020 when mandated to begin remote learning while navigating a global pandemic we saw the best in

We saw many of our students grow in their self management skills, working independently and time management. Some of our students flourished



- BRPS will utilize MDE wellness resources for mental health and wellness support. MDE information will be distributed through the Black River website Wellness page.

### *Mental Health Awareness Communication Channel and Communication with Parents and Guardians | Phase 1-3*

- BRPS will maintain distribution of resources through the Black River website as the channel of communication for our families.
- Along with continual use of the BR website, BRPS will utilize the StayConnected App, Infinite Campus Messenger, email and USPS mailings to assist with communication, as necessary.

### *Black River Public School | Instruction During Phase 1, 2 or 3*

- 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 | Phase 1-3*

Due to the unpredictability of the pandemic, Black River Public School moved forward quickly to create the Operation Rat Return: Return to Learn task force that included a broad group of stakeholders charged with the work of evaluating the learning experiences of our families from spring 2020. They began the challenging and exciting work of enhancing and improving our remote learning and teaching experience as we move forward with the intention to create a structure that will allow for a safe, full-time return of our students to campus. Through stakeholder feedback, the group recognized the importance of choosing a cohesive K-12 learning



provide an all staff training on how to rapidly refer a student to appropriate building-level support staff during times of in-person or remote learning instruction.

#### *Staff Training | Phase 1-3*

- All staff will be trained to use the EduGuide program during our two days of Professional Development on August 20 and 21. This program provides coaching to teachers that will support these topics. Teachers can also complete a PD path that will boost their personal skills.

#### *Crisis Management Plan | Phase 1-3*

- Black River Public School maintains a comprehensive crisis management plan, created by the counseling and social work staff, that leverages available internal and community-based resources, which can be activated quickly and efficiently when needed (e.g., loss of a student, loss of a school staff member). All Black River administrators and the MS/HS main office have been given a copy of the Crisis Management binder which is updated each school year.

#### *Wellness Resources | Phase 1-3*

- BRPS counseling and social work staff have compiled a list of wellness resources that can be used in conjunction with screening activities.
- Wellness resources will be regularly updated and have been posted to a wellness section located on the Black River website. The location is under home page > Resources > Wellness.

#### *Staff Reporting and Self Care | Phase 1-3*

- Staff will participate in the teacher platform portion of EduGuide to interact with each other and boost skills.
- Staff will complete a basic health screener daily.
- Staff will be given a list of resources provided through BRPS insurance. Strategies will also be shared by the mental health team during staff PD/meetings.

#### *Mental Health Liaison and MDE Wellness Support | Phase 1-3*

- BRPS counseling and social work support staff at the appropriate building level will serve as the point person for mental/social-emotional health needs.

### *Athletics | Phase 1-3*

- BRPS athletics will be suspended. The BRPS Athletic Director will work with the MHSAA to follow all safety recommendations and guidelines available.
- All Athletic facilities including the locker rooms, weight rooms and gymnasiums will be closed.

### *Black River Public School | Mental & Social-Emotional Health Practices During Phase 1, 2 or 3*

- 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.

Black River Public School recognizes that mental and social-emotional health services are vital to ensuring our community remains healthy and ready to learn while in Phase 1-3. BRPS students and families who are emotionally and mentally resilient have the tools for coping with difficult situations and maintaining a positive outlook. It is our goal to help them remain focused, flexible, and productive, in bad times as well as good. We understand that their resilience also makes them less afraid of new experiences or an uncertain future. It is the goal of the school counselor and social work team at BRPS to be resourceful and ready to help our families through this difficult time. The following protocols are strongly recommended in the MI Safe Start Plan.

### *Student Mental Health Screenings | Phase 1-3*

- Students in elementary will take part in the zones of regulation daily to gauge their mental health status.
- Students in grades 4-12 will be taking part weekly in the EduGuide social/emotional learning curriculum.
- The EduGuide program includes a “crisis catcher” that will alert the school if specific students are struggling.

### *Staff Preparation and Referrals | Phase 1-3*

- Prior to the start of the school year, BRPS social work/counseling staff will



- BRPS will continue to offer assistance to all agencies when needed.
- All inter-school activities will be immediately discontinued and after-school activities will be suspended. BRPS clubs and extracurriculars will be allowed to meet remotely if the club liaison is available.

### *Spacing and Movement | Phase 1-3*

- BRPS facilities will be closed for in-person instruction.
- BRPS will close the main offices to all visitors and administrative staff will be encouraged to work remotely. PPE and/or a facial mask will be provided, if needed and the administrative staff maintains safety protocols for social distancing, best hygiene and handwashing practices and a system for letting the custodial staff know that they have been in the building.
- Teachers will be allowed to use their classroom, if needed for remote learning. PPE and/or a facial mask will be provided, if needed and the teaching staff has been made aware of safety protocols for social distancing, best hygiene and handwashing practices and the mechanisms for letting the custodial staff know that they have been in the building.
- Vendors deemed necessary for school operation will be allowed in the building for routine building maintenance. The facilities coordinator will let the custodial staff know the scope of work and ask them to adjust cleaning practices as needed.

### *Cleaning | Phase 1-3*

- The custodial staff will remain on campus during all Phases. For Phase 1-3 the staff will adjust cleaning practices to focus on areas where staff and vendors have reported. They will continue to monitor bathrooms and deep clean areas assigned.

### *Busing and Student Transportation | Phase 1-3*

Black River Public School does maintain a small busing operation that is utilized for athletic events, field trips, community service requirements and more. We do not provide daily transportation for our students. Families must arrange for safe, reliable transportation when enrolling at BRPS.

- Buses will not be available during Phase 1-3.



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

### Black River Public School | Safety Protocols During Phase 1, 2, or 3

- 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.

Black River Public School (BRPS) understands that all safety protocols are REQUIRED in MI Safe Start Phases 1-3 and has planned accordingly. This includes the closure of all of our school buildings 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.
3. Licensed child-care providers and the families they serve\*. It also includes the suspension of all athletics and busing operations, if applicable.

\*Black River Public School does not maintain child-care facilities on site.

### *Food Service, Gatherings, and Extracurricular Activities | Phase 1-3*

- BRPS will close the kitchen facilities to all food service workers. Our families come from several counties and many neighborhoods so we will continue to effectively coordinate with the Ottawa County Department of Health Community Action Agency and the Ottawa Area ISD to ensure food is distributed to our eligible families in need.
- Food distribution information and sites will be mailed and/or emailed, posted on the Black River website, and announced on social media immediately.



## Technology and Digital Learning Tools Communication and Coordination

Additional considerations were athletic offerings based on MHSAA recommendations, transportation requirements based on State and Local government guidelines, and event hosting given state requirements and public health department guidelines.

Our core question: How do we deliver our curriculum to educate the whole child, while maintaining the multi-sensory learning experiences and personal attention our students have always received but in a remote learning environment?

We started by ensuring our census information was up-to-date and accurate so we are able to reach ALL Black River families in their preferred mode of communication, invited department navigators and staff to share experiences from spring 2020, sent out a survey to Black River families asking for productive feedback to evaluate both our students and the educational facilitators' (whether it was parents, grandparents, babysitters) remote learning experiences along with our strengths and weaknesses because we want to learn from the past. With important feedback and guidance from many, we prepared a plan that moves us through the Governor's phases and allows us to shift quickly and adapt our learning modalities while we monitor COVID-19 updates to guide us through what we know will continue to be a fluid and evolving situation. We are ready because we are BR!



- 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.

We are BR! We are an imaginative family at BR and pride ourselves on being a strong community of committed educators, supportive staff, engaged parents and eager students. We have been charged with remaining resilient and adaptable during this unprecedented time. Together, we have continued to foster student growth and wellness, while remaining flexible as we have seen how quickly our situation can change. Our spring of 2020 allowed us to mobilize resources and connect with our community in unique ways. As a staff and family, we distributed technology for remote learning, adopted a school-wide education management system to streamline content and facilitate new digital platforms. We have seen what has worked well and where we can improve while keeping our students safe, engaged and with an eye on our mission and core beliefs at all times.

Our mission is to prepare each student for college and for life through a challenging curriculum which accommodates individual learning styles. Our students discover responsibility for their own lives as well as empathy for all people and cultures. Through a deep respect for independent thinking, we strive to guide our students in their personal growth toward a genuine self-knowledge so that they can achieve their full potential. To succeed in our mission we need the students' and parents' active partnership and agreement in a personal commitment to serious academic challenge. Today, more than ever we are asking our staff, parents and students to rise to the challenges we are facing and work together to move ahead, whether in-person or remotely.

### *Our Guiding Principles*

BRPS charged forward immediately after the end of the 2020 school year and established a re-entry task force (dubbed Operation Rat Return) consisting of over 60 staff members, board members, health professionals and community members which worked diligently to develop a back-to-school strategy that allowed for flexibility as we move through phases of the Governor's MI Safe Start Plan, and prioritizes the health and safety of our community first.

The task force teams include:

Facilities Management  
Best Health and Safety Procedures  
Instruction and Remote Learning  
Mental Health and Physical Wellness



## **COVID-19 WORKPLACE PREPAREDNESS AND RESPONSE PLAN**

In accordance with State of Michigan requirements, Black River Public School this COVID-19 Workplace Preparedness and Response Plan ("Plan").

The Academy aims to protect its workforce by enacting all appropriate prevention efforts. The Academy is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate. The Academy will provide any communication and training materials on COVID-19 in the languages that are common to its employee population.

Staff members with questions about this plan are encouraged to contact the School Leader via phone at 616.355.0055 and/or e-mail at [bruninks@brpsk12.org](mailto:bruninks@brpsk12.org)

The Academy designates the following worksite supervisors/staff members to implement, monitor, and report on this Plan: Shannon Brunink. Black Pearl will designate additional individuals as needed.

This Plan is maintained and posted in the main office.

The Academy will consider any other social distancing practices, mitigation measures and guidelines recommended by the Centers for Disease Control and Prevention (CDC)-

Interim Guidance for Administrators of US K-12 Schools and Child Care Programs found at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes found at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

For Academies offering food distribution, the Academy will follow Michigan Department of Education guidance found at [https://www.michigan.gov/mde/0,4615,7-140-66254\\_34491\\_96106-523138--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_34491_96106-523138--,00.html)

Additionally, the Academy will also comply with any and all applicable county health orders applicable to the specific site.

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

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

During this Pandemic, staff members who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements. The Academy limits the number of staff members present on premises and the movement of staff members between work sites to no more than is strictly necessary.



Only staff performing necessary government activities, or workers permitted by Executive Order to resume duties, are directed to report on-site. For such staff, the Academy abides by the recommended social distancing and other safety measures and establishes the following:

- Gatherings where social distancing cannot be maintained are prohibited;
- Staff meetings are completed remotely or in accordance with current health guidance;
- Staff members are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Staff members' work stations are no fewer than six feet apart whenever possible;
- The Academy may utilize flexible work hours, wherever possible, to limit the number of staff members simultaneously working on-site;
- Staff members' 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 is postponed or cancelled.

The Academy provides staff members with, at a minimum, non-medical grade face coverings.

In addition, the Academy is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout work sites;
- Performing routine environmental cleaning and disinfection, especially of common areas; and
- Where available, providing hand sanitizer in high-traffic areas.

Staff members are expected to minimize COVID-19 exposure by:

- Staying home if you are sick;
- Complying with the Academy's site entry procedure;
- Cleaning work stations at the beginning and end of each shift;
- Staying 6 feet apart whenever possible;
- Avoiding, when possible, the use of other staff members' phones, desks, offices, or other work tools and equipment;
- Washing hands frequently with soap and water for at least 20 seconds;
- Discontinuing the use of hand dryers;
- Utilizing alcohol-based hand sanitizer containing at least 60% alcohol 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 Academy premises;
- 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.



Staff are trained on the information contained within this plan and any other requirements as established by executive order.

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

A staff member with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite. Staff members with symptoms should be tested for COVID-19 within 24 hours and the test result should be sent to Human Resources.

In response to a confirmed or presumed diagnosis of COVID-19 symptoms, the Academy:

- Informs all staff members and visitors who may have come into contact with the diagnosed staff member in the 48 hours preceding the onset of symptoms of a potential exposure;
- Keeps confidential the identity of the diagnosed staff member unless permission has been given by that staff member;
- Implements its response plan; and
- Conducts cleaning and disinfecting protocols, including shutting down appropriate areas of the premises, increasing ventilation, and conducting a deep cleaning of the diagnosed staff member's workstation and those common areas potentially infected by the staff member.

All staff members who worked in sustained, close proximity to the diagnosed staff member (i.e., those staff members who worked within six feet of the diagnosed individual for at least fifteen minutes) in the 48-hour timeframe are also removed from the worksite for at least 14 days; however, should these exposed staff members 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.

A log of diagnosed/symptomatic employees will be maintained confidentially. Within 24 hours of a confirmed COVID-19 diagnosis, the local public health department will be notified. In addition, documentation related to exposure notifications will be maintained.

The Academy notifies Black Pearl to determine if 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" needs to be completed. If a staff member 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.

**c. Worker Exposure Classification**

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

Given this classification, the Academy provides the following controls in addition to the above summarized prevention: 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 Staff members**

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

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

### **a) Staff members' Self-Monitoring and Daily Screenings**

Staff members should **not** report to work on-site and should notify their Supervisor if they can answer yes to any of the questions below.

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

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the Academy screens staff members and visitors on a daily basis at dedicated entry points. The Academy ensures that staff members and visitors utilize these entry points by barring entry via other egresses.

Staff members are asked the following questions before entering the worksite:

1. In the past 24 hours, have you experienced any NEW INCIDENCE or WORSENING SEVERITY of the following symptoms\* (\*this list contains current CDC-acknowledged symptoms of COVID- 19)
  - Coughing, shortness of breath or difficulty breathing
  - Congestion, runny nose, sore throat or loss of taste or smell
  - Fever (>100.4 degrees F), chills or inexplicable fatigue or muscle pain
  - Nausea, vomiting, severe headache or diarrhea
  - a. If a touchless thermometer is available, temperature checks may be performed.

If the person answers "yes" to any of these symptoms and they are not due to an existing condition, then access is denied, and staff member is advised to self-isolate/self-quarantine at home. Staff member may only resume in-person work upon meeting all return-to-work requirements, defined below.

2. Have you tested positive or are considered presumptive positive for COVID-19 by a medical professional in the past 14 days?



- a. If yes, access is denied, and staff member is advised to self-isolate/self-quarantine at home. The Academy will contact the local health department and receive advice on next steps. Staff member may only resume in-person work upon meeting all return-to-work requirements, defined below.
3. Have you lived with, or had close contact with, someone that is presumed or confirmed positive for COVID-19 in the past 14 days?
  - b. If yes, access is denied. The Academy will contact the local health department and receive advice on next steps. Staff member may only resume in-person work upon meeting all return-to-work requirements, defined below.
4. Have you traveled internationally in the past 14 days?
  - a. If yes, then access is denied, and staff member is advised to self-isolate/self-quarantine at home, until at least 14 days after the international travel. Staff member may only resume in-person work upon meeting all return-to-work requirements, defined below.

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

Staff members who develop symptoms during their shift must immediately leave the site and report it to their supervisor.

#### **c. Return-to-Work Requirements**

Staff members who answered positive to any of the daily screening questions above, may only return to work upon confirmation of the cessation of symptoms and contagiousness which may be acquired via the test-based strategy.

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

- Resolution of fever without the use of fever-reducing medications for 72 hours (3 days);
- 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 if feasible; or one negative test and a return to work authorization from a medical doctor; or the staff member has received clearance from the local health department.

Staff members who have traveled internationally must self-quarantine for 14 days unless they have received clearance from the local health department.

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



Staff members may be eligible for paid and unpaid leaves of absence.

Staff members may be permitted to work from home in accordance with approved telework arrangements.

#### **a. Executive Order 2020-36**

Staff members who require leave 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, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

#### **b. Unemployment Compensation Benefits**

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

Staff members 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 48 hours 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).

#### **c. FMLA and ADA**

Staff members 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 Academy is also mindful of its obligations under the Americans with Disabilities Act ("ADA"). Specifically, if a staff member requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then the Academy engages in the interactive process to provide a reasonable accommodation. This may mean allowing the staff member 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 Academy will update this Plan and its corresponding processes.



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



