



Eagle's Nest Academy COVID-19 Preparedness and Response Plan

Address of School District: 5005 Cloverlawn Dr. Flint, MI 48505-2084

District Code Number: 25916

Building Code Number(s): 02434

District Contact Person: Mrs. DeNesha Rawls-Smith

District Contact Person Email Address: dsmith@eaglesnestflint.org

Local Public Health Department: Genesee County Health Department

Local Public Health Department Contact Person Email Address:

Name of Intermediate School District: Genesee Intermediate School District

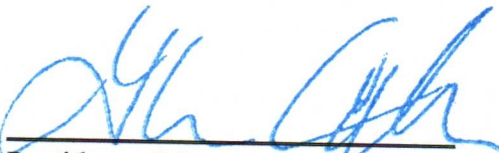
Name of Authorizing Body: Grand Valley State University

Date of Adoption by Board of Directors: August 6, 2020



Assurances

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


President of the Board of Directors

8-6-20

Date



Introduction and Overview

Introduction and Guiding Principles

Eagle's Nest Academy is a K-6 public charter school located on the north-side of Flint, MI. Since March 12, 2020 when Governor Whitmer, in her wisdom, closed schools to save lives, the school community has worked to continue learning for all scholars. Our mission is to provide scholars with a quality education that prepares them to SOAR ASAP (Academically, Socially, Artistically, and Physically). The mandated school closure forced us to evaluate our ability to maintain that mission in a remote learning environment and it was our pleasure to manifest it.

The school immediately began online learning offering chrome books to each enrolled scholar. The school also offered curriculum packets to those who preferred not to learn online. In 3 short weeks the academy began engaging scholars in live virtual classrooms and individualized office hours via Google Meets with instructional team members.

In addition to ensuring learning continued, the school community offered breakfast and lunch to scholars and other children in their homes. We were aware of the traumatic experienced that scholars could be exposed to during school closure; therefore, we offered social emotional support to our families by repurposing staff members to provide wellness checks, maintaining social work services for qualifying scholars, and sharing mental health resources that were made available by the Genesee Intermediate School District.

The spirit and sentiment of continuing learning for all scholars has guided the labor of love that our team poured into the Continuity of Learning Plan and Covid-19 Preparedness Plans. We have been intentional about maintaining high expectations for effective instruction, cultural relevancy, and active, student centered learning.

Plan Development

The School Principal Created a District Return to Instruction and Learning Task Force, with several committees (Instruction, Operations, Facilities, Food Service, and Transportation) that included stakeholders throughout the school community. Each committee met virtually to share feedback and ideas about the plan.

- The Task Force gathered feedback from families, teachers, students, and school leaders about their preference for returning to school based on their comfort. The Task Force also used online survey, telephone surveys with support from team members, and informal feedback methods such as e-mails, text messages, and telephone conversations to gather information about stakeholder's preference for returning to school
- The Task Force revised the district's Continuity of Learning Plan for phases 1-3 to include information learned through various meetings and surveys.



- The Task Force also used the feedback provided to draft the preparedness plans for phases 4-6.



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

Phase 1, 2, or 3 Safety Protocols

Personal Protective Equipment and Hygiene

Eagle's Nest Academy is closed for in-person instruction.

Spacing and Movement

- Eagle's Nest Academy is closed for in-person instruction.
- Eagle's Nest Academy is not a licensed childcare provider
- Eagle's Nest Academy will allow school employees and contractors to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction.

Screening Students

Eagle's Nest Academy is closed for in-person instruction.

Responding to Positive Tests Among Staff and Students

Eagle's Nest Academy is closed for in-person instruction.

Food Service, Gathering and Extracurricular Activities

- Eagle's Nest Academy will enact a food distribution program that will consist of delivering meals to families. Bus-aides will be repurposed to support lunch-aides in packaging and maintaining a safe distribution process. A specific route for delivering meals will be created and followed.
- All inter-school activities are discontinued.
- After-school activities are suspended.

Athletics

All athletics are suspended.

Cleaning

Eagle's Nest Academy is closed for in-person instruction, cleaning practices are adjusted to maintain school building functional order.

Busing and Student Transportation

All busing operations are suspended.



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

- Eagle's Nest Academy will demonstrate a good faith effort to implement a mental health screening for all students by utilizing its partnership with Reconnect my Life and Genesee Health Systems, along with the school social worker. All 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 to protect confidentiality while adhering to mandated reporting guidelines.
- Eagle's Nest Academy will use the Multi-Tiered System of Support referral process to identify at risk students. These students will be assigned to the appropriate building-level support teams.
- Eagle's Nest Academy will use weekly professional learning communities, mentoring, and one on one coaching sessions to provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Eagle's Nest Academy will establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated
- Eagle's Nest Academy will document and enhance its current bereavement protocol, as needed (e.g., loss of student, loss of a school staff member)
- Eagle's Nest Academy will compile comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Eagle's Nest Academy will utilize ongoing reporting protocols suggested by our social emotional partners/support agency for school staff to evaluate physical and mental health status.
- Eagle's Nest Academy will demonstrate a good faith effort to provide resources for staff self-care, including resiliency strategies via the weekly update and email system. These will be provided as the academy is made aware/discovers the information.
- The Dean of Students at Eagles Nest Academy will serve as mental health liaison (school-based) who will work across the school, local public health agencies, and community partners. The Family Community Liaison will support this effort.
- Eagle's Nest Academy staff will refer to MDE resources for student and staff mental health and wellness support. The academy will encourage its partners to utilize the resources as well.
- Eagle's Nest Academy has a designated email (wecareforyou@eaglesnestflint.org) to address mental health concerns that will be shared with school stakeholders.
- Eagle's Nest Academy will communicate with parents and guardians, text message, e-mail, the school newsletter, and/or social media accounts the return to school transition information including:
 - ☐ De-stigmatization of COVID-19.
 - ☐ Understanding normal behavioral response to crises.



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

Phase 1, 2, or 3 Instruction

Governance

- Eagle's Nest Academy created a district Return to Instruction and Learning working group, led by the Principal. The group was composed of Teachers, the Family Community Coordinator, Dean of Students, Interventionist, Office Manager/Parent, Secretary, Chief Finance Officer/Co-Founder/Grandparent, to:
 - ☐ Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys, telephone survey, e-mail, and conversations.
 - ☐ Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
 - ☐ Share the district's remote learning plan with all involved stakeholders

Remote Instruction

- Eagle's Nest Academy revised its remote learning plans based on feedback and input from school leaders, educators, and families. Feedback was gathered using surveys, meetings, e-mail input, and telephone calls.
- Eagle's Nest Academy will activate remote learning programs using Google Classroom. The academy will deliver standards-aligned curricula using high-quality instructional materials from EL Education, Math Bridges, Michigan Open Book Project, and McGraw Hill Online Science Curriculum. The academy will integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. The academy will consult MDE for high-quality digital resources.
 - ☐ Online Learning will occur daily
 - ☐ Curriculum packets to accompany the virtual classroom will be mailed as needed
 - ☐ Scholars will receive a package of school supplies to use at home with their projects.
- During the first 6 weeks of school Eagle's Nest Academy will assess every student in grades K-6 using the EL Education K-2 Benchmark, NWEA Reading Fluency Assessment, Math Bridges Intervention screener, and formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.
- The Special Education Coordinator will review students' IEPs and Section 504 plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services



accordingly:

- ☐ Eagle's Nest Academy will commence online intervention and support services. Plans will include all programs and learning environments, especially special education. Plans will not include birth to five services or career and technical education because the academy serves scholars in K-6.
- ☐ General and special education teachers will use PLCs, operated in Google Meets, Zoom, and other online platforms to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Teachers will demonstrate a good show of faith effort to consider students' needs around accessibility and attempt to provide contact information and written resources to support families.
- Eagle's Nest Academy will not secure supports for students who are transitioning to postsecondary because it is a K-6 school.
- The principal will communicate with all stakeholders the plans for curriculum and instruction and ongoing monitoring of student progress, specifically on the progress of students in need of additional support. A variety of platforms will be used to communicate.
- Eagle's Nest Academy will continue to review (daily and weekly) communication from MDE to remain connected about policies and guidance.
- Eagle's Nest Academy will continue providing live remote services to scholars needing occupational, physical, and/or speech and language therapy, including making a good faith effort to provide evaluations by school psychologists and social workers, when appropriate.

Communication and Family Support

- Eagle's Nest Academy will use the school newsletter, the school social media sites, the school website and/or the One Call Now Voice, Text, and Email system to reach every family and student in their home language to share:
 - ☐ Expectations around the duration of the closure and reopening;
 - ☐ Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
 - ☐ Supports and resources for families to use at home
 - ☐ External Resources/Trainings on accessing and using the school's digital systems and tools

Professional Learning

- Eagle's Nest Academy will continue to provide professional learning and training, during PLCs and One on Ones, through virtual modes for educators to:
 - ☐ Offer articles, videos, and external resources about restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
 - ☐ Share knowledge, continuously learn, and exchange ideas, successes and failures around remote learning;
 - ☐ Share information and data about students' assessment results, progress, and completed assignments;



- ☐ Learn how to use the school's digital systems and tools appropriately and sustainably; and
- ☐ Build capacity around high-quality remote learning.

Instruction (WHEN Schools Re-Open for In-Person / Hybrid Instruction)

Schools are closed to In-Person Instruction

Monitoring

- Eagle's Nest Academy will activate plans to monitor and assess the following:
 - ☐ Connectivity and Access: All scholars enrolled at the academy will receive a chrome book to use for Remote Learning. Families that indicate a connectivity need will be supported with information to obtain services or a hotspot subscription based on school financial and physical resources
 - ☐ Attendance: Develop systems to monitor and track students' online attendance twice a day (am and pm) using the School Information System, Synergy, by the teacher. Attendance concerns will be referred to the Family Community Coordinator for early intervention and the Dean of Students if challenges persist.
 - ☐ Student Work: Teachers will assess the quality of student work and provide feedback to students and families. Assessments results will be documented in the Student Information System, Synergy, each week. One score per core subject will be documented for K-2 scholars and two scores per core subject each week will be documented for 3-6 scholars. Teachers will lead scholars through reflecting on their assessments. Students will self-assess the quality of work, reflect on teacher feedback, and learning progress. All scores will be based on mastery of grade level content using a 100% grading scale.

Phase 1, 2, or 3 Operations

Facilities

- The facilities department at Eagle's Nest Academy will audit necessary materials and supply chain for cleaning and disinfection supplies.
- The custodians will continue to maintain schools in good working order to prepare for the subsequent return of students.
- The custodians will execute school cleaning and disinfection protocols according to the CDC School Decision Tree.
- The custodial staff will wear surgical masks when performing cleaning duties.
- Eagle's Nest Academy has not been identified by the GISD for any essential actions.
- The academy will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies. Specifically, the academy coordinated with the CDC and Genesee Health Department for lists of items that would be



appropriate for Covid-19 cleaning and disinfecting.

- Genesee Intermediate School District coordinates with LEMPs.

Technology

- Eagle's Nest Academy administered a survey to families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.
- The Dean of Students will plan and communicate with the district technology support team member. The office secretary will assist with communication as needed.
- Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom.
- Chuck Meredith, of Charter Technologies, has been hired to provide device and/or general technology support for the school.
- Eagle's Nest Academy will not assign technology process leaders because the academy is a single building district and will have parents contact their child's teacher if there are concerns. Those concerns will be shared with the Dean of Students or the Charter Technologies representative.
- The administrative team members will serve as technology liaisons to support communication regarding the use of technology and serve as a "help desk."
- The administrative team developed school-wide procedures for returning and inventorying school-owned devices as part of a return to school technology plan. The procedures include:
 - Safely storing 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
- The office secretary uses Microsoft Excel as a technology tracking tool.
- Charter Technologies will assist the academy with processing, returning, and maintaining devices, as needed.
- Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.
- Every WiFi access point and wired network device will be tested by a representative of Charter Technologies.
- Eagle's Nest Academy will support families with technology, as needed.
- 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. The academy will demonstrate a good faith effort to support families with connectivity as resources are available.



Budget, Food Service, Enrollment, and Staffing

- Eagle's Nest Academy will provide online curriculum resources to scholars and hard copy materials and manipulatives needed for class will be mailed. Staff will have access to the school building during Phases 1-3 instructional resources and materials to staff and students as feasible.
- The academy will be attentive to literature and communication from MDE to understand flexibility with hiring. The academy will continue to use Zoom as a platform to host interviews and e-mail/telephone to communicate interview outcomes. All new hires will be governed by the statements within this plan for reporting to work etc.
- Eagle's Nest Academy food service department will ensure a plan for nutrition services and student meals. When given prior notice, the department will provide a list of alternative meal options to families based on medical needs and allergies.
- Eagle's Nest Academy will solidify food service processes, device distribution, delivery sites, and communication plans as necessary.
- Eagle's Nest Academy in a good faith effort will seek to meet the instructional minute expectation for each core subject and provide a 30-minute Physical Education course for students that will double as a planning period for teachers. The academy will continue to adhere to the Attendance Policy published in the Parent and Student Handbook.

Transportation

- Schools are closed for in-person.



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

Eagle's Nest Academy will adhere to all REQUIRED protocols in PHASE 4

Phase 4 Safety Protocols

Personal Protective Equipment

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
 - ☐ K-5 and special education teachers will be provided clear masks.
 - ☐ Homemade facial coverings must be washed daily.
 - ☐ Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must be worn by K-6 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must always be worn in hallways and common areas by K-6 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks
 - ☐ Homemade facial coverings must be washed daily.
 - ☐ Disposable facing coverings must be disposed of at the end of each day.
 - ☐ **Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.**
- At Eagle's Nest Academy all students in grades K-6 must wear facial coverings inside their classroom unless they are unable to medically tolerate the mask or incapacitated or unable to remove the facial covering without assistance. Any requests not to wear a mask will be considered on an individual basis.

Hygiene

Eagle's Nest Academy will:

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. The academy will inform staff and students that used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.



- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers will have scheduled handwashing with soap and water every 2-3 hours.
- Students attending Eagle's Nest Academy will not share personal items and supplies.
- Students' personal items will be kept separate and in individually labeled cubbies, containers, or bags.
- Students will have assigned supplies for individual use.
- The academy will make a good faith effort, based on fiscal resources, to procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

Spacing and Movement

- All desks are spaced six feet apart in classrooms. Class capacity is based on the number of desks within the classroom 6 feet apart
- All desks are facing the same direction toward the front of the classroom.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by school leadership.
- Signage is posted to indicate proper social distancing.
- Floor markers will be used at six-foot intervals where line formation is anticipated.
- Social distancing floor/seating markings will be provided in the seating area within the main office.
- Signs will be posted throughout the school to indicate proper social distancing and hand hygiene techniques.
- Everyone entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- When considered safe to do so, windows that can open, will be open as much as possible, weather permitting. Considerations will be made for students with allergy-induced asthma.
- Eagle's Nest Academy will identify entrance and exit doors for specific classrooms to used.
- Physical Education will occur outdoors when weather permits and in the classroom during inclement weather days. Movement in the hallway will be limited to one classroom at a time with six-feet distance in between individuals.
- Eagle's Nest Academy Arrival and Dismissal Team will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Physical education will be held outside and social distancing of six feet should be practiced.
- Flow of foot traffic will be directed in only one direction.
- Entrances and exits will be assigned to specific classrooms to social distance students.



Screening

- Eagle's Nest Academy will cooperate with the Genesee County Health Department regarding implementing protocols for screening students and staff.
- The former Stem-Lab will be repurposed as quarantine area and a staff person to care for students who become ill at school. The school administrative team will care for individuals who become ill.
- Students who become ill with symptoms of COVID-19 should be placed in the Stem Lab with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, except for students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Eagle's Nest Academy will request that symptomatic students sent home from school be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will be required to 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 of 100.4 or greater, they will be required to stay home.
- A paper, monitoring form has been developed and is being used for screening employees.
- Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater are required to stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Eagle's Nest Academy will remind and encourage families to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Testing Protocols for Students and Staff and Responding to Positive Cases

- Eagle's Nest Academy will cooperate with Genesee County Health Department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school will be required to wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school will be required to remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Eagle's Nest Academy Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/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 staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19.
- Parents and guardians are encouraged and expected to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.



- Parents and guardians are encouraged and expected to monitor for symptoms of 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/or Students

- Eagle's Nest Academy will cooperate with the Genesee County Health Department if a confirmed case of COVID-19 is identified. The academy will 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.
- Eagle's Nest Academy Staff will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The academy will communicate with the Genesee County Health Department to 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. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: Eagle's Nest Academy will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 will not be permitted to return to the workplace until after they are no longer infectious. Eagle's Nest Academy will seek out and be compliant with local health officials' instructions about return to work, using the most current guidelines from the CDC for this determination.
- The custodial staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- When possible, smaller areas will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

Food Service, Gatherings, and Extra-curricular activities

Food Service

Eagle's Nest Academy has worked to implement best practices to ensure the safety of staff and students during the distribution of meals. Food service staff are prepared to serve students in the classroom instead of cafeteria settings. Best practice protocols are including, but not limited to:

- Proper hand washing before and after meals for food service staff, teachers, and students.



- Food service staff and/or anyone handling food must always wear gloves and facial coverings.
 - *Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. Any food service staff that is unable to wear a facial covering, will be provided a face shield.
- Desks will be sanitized before and after meals to ensure a disinfected and clean eating area.
- Based on availability through our food vendor, Van Eerden, all meals will be covered using a 3-compartment to-go container or prepackaged.
- School-supplied meals will be delivered to classrooms with disposable utensils.
- Students may bring food from home.
- Open lid garbage bins will be available for proper disposal of trash.

Food service staff must adhere to food safety and handling procedures. The food director will provide training throughout the year to ensure any necessary food handling changes are implemented based on local public health guidance.

Athletics

Eagle's Nest Academy will not begin Fall Sports until after September 30, 2020.

- Eagle's Nest Academy will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff will be required to 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.
- All 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 must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
- Spectators are allowed, provided that facial coverings are used by observers and six feet of social distancing will always be maintained. Attention will be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use, sharing of this equipment is not permitted.
- Handshakes, fist bumps, and other unnecessary contact will not be permitted.
- Eagle's Nest Academy will suspend all physical conditioning activities that require shared equipment Outdoor physical conditioning activities are allowed while maintaining social distancing.



- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

Cleaning

- Frequently touched surfaces will be cleaned at least every two hours with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with EPA-approved disinfectant or diluted bleach solution during transitions.
- Playground structures undergo normal routine cleaning using an EPA approved disinfectant.
- The facility owner, Dr. Reginald Flynn, 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.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

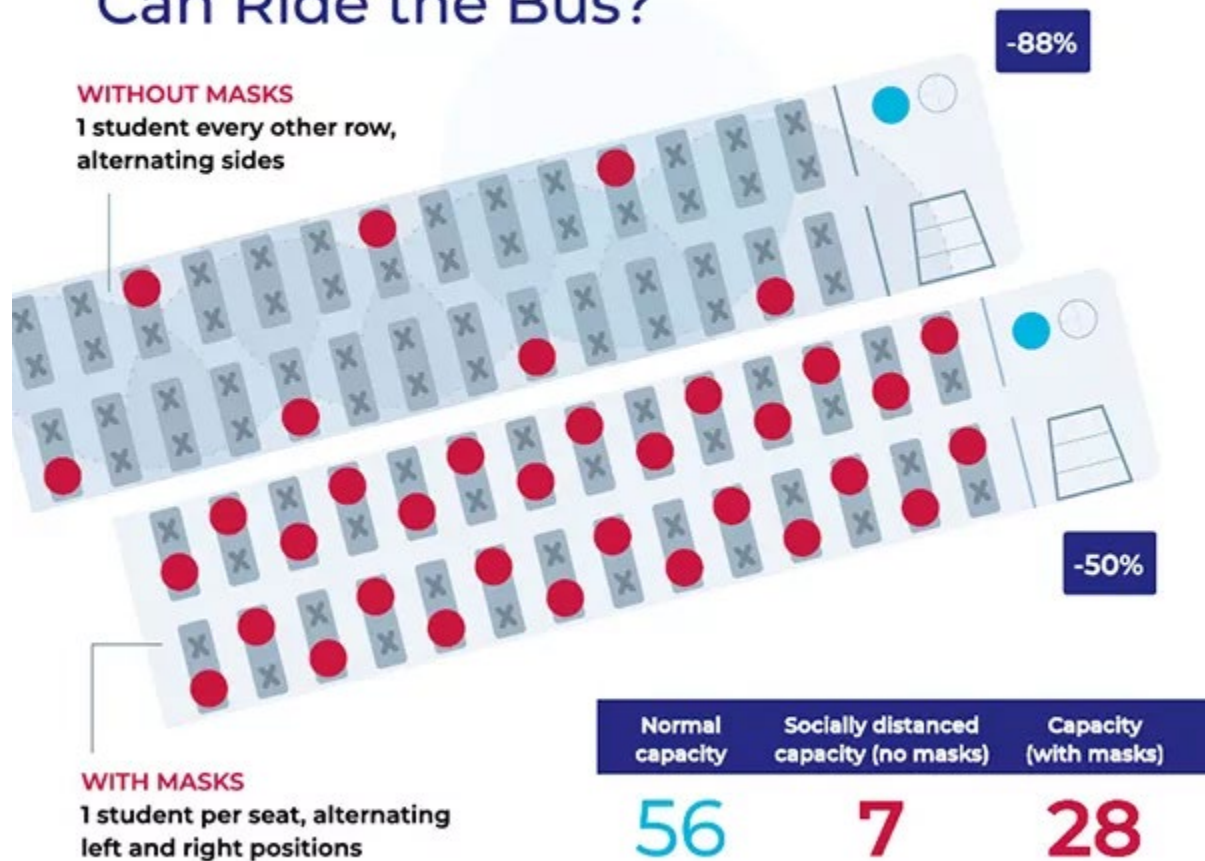
Bussing and Transportation

Eagles Nest Academy Transportation Department will comply with the Transportation protocols identified as “Required” protocols on pg. 28 of the MI Safe Schools: Michigan’s 2020-2021 Return to School Road map as follows:

- All Bus Drivers, Bus Monitors and Students must sanitize their hands with an alcohol-based hand sanitizer, with at least 60% alcohol, before entering the bus. At least 60% alcohol-based hand sanitizer will be provided.
- All Drivers, Bus Monitors and Students must wear facial coverings (face shields or masks) while operating and/or riding the bus.
- All Bus Drivers, Bus Monitors and Students will have temperature checks before boarding the bus. If a temperature is above 100.4, riding the bus is not permitted. See Protocol: Symptoms of or Contact with the Virus
- All buses will be thoroughly cleaned, disinfected and/or sanitized according to established cleaning procedure and schedule. See Protocol: Bus Cleaning
- The Bus drivers and Bus Monitors will spray and wipe down the insides of their bus before morning and afternoon routes, between routes and at the end of the day with an EPA approved sanitizer. See Protocol: Daily Cleaning & Sanitation Log
- If a student is not allowed on the bus for safety precautions to other riders ENA Transportation designee will follow the established procedures for ensuring the students are transported safely to their destination. See Protocol: Symptoms of or Contact with the Virus
- Students riding the bus will have assigned seating so that in the event a covid-19 case is suspected or confirmed contact tracing is made easier. See example of Bus Seating Diagram.



How Many Students Can Ride the Bus?



SOURCE: National Council on School Facilities and Cooperative Strategies



Protocol: Thorough Cleaning & Disinfecting of Bus



Cleaning the bus:

Overview:

School buses transfer children to and from school and activities: they transfer all the germs that the children take with them and during this Covid-19 pandemic we must ensure that our scholars and the bus drivers and monitors ride in safe clean environments. Keeping a school bus clean and as germ free as possible is critical to fight the spread of communicable diseases. According to the U.S. Centers for Disease Control and Prevention, "some germs and bacteria can live two hours or longer" on some surfaces, so frequent cleaning of a bus is necessary. Have all your supplies together before you begin cleaning to prevent interruption.

Things you will need:

Water hose

Rubber gloves

Trash bags

Scraper

Broom

Dustpan

Commercial strength anti-bacterial spray cleaner

Window cleaner

Paper towels

Commercial strength anti-bacterial floor cleaner

Bucket

Mop

1/4 cup dish detergent

Sponge

Masks



1. Park the bus near a water source with a hose. Put your rubber gloves on.
2. Walk through the bus picking up loose trash as you go and put it in a trash bag
3. Remove or scrape any gum or candy loose that is stuck to seats or floor. Let the stuck items fall to the floor, you will get these up when you sweep.
4. Use your broom to sweep the dirt and small trash items into your dustpan and dispose in the trash bag.
5. Spray all surfaces with commercial strength anti-bacterial cleaner. Allow the cleaner to stay on the surfaces while you clean the windows. Be sure to spray seats, walls and handrails.
6. Clean the windows according to the directions on the window cleaner you are using. Wipe all the surfaces where you sprayed the anti-bacterial cleaner with paper towels. Place any used paper towels in the trash bag.
7. Lower the windows to allow airflow. Mix the floor cleaner in the bucket according to the directions on the bottle. Mop the floor of the bus. Raise the bus windows after the floor is dry.
8. Close the door tightly when you leave the bus.
9. Empty any leftover mop water taking care to dispose of it per manufacturer instructions.
10. Pour detergent in the bucket and fill the bucket with water. Use the mop to clean the outside of the bus. Rinse the bus with water.
11. Soak the sponge in the bucket and use it to clean the wheels and tires. Rinse the wheels.
12. Clean the outside of the windows and mirrors according to the directions on the window cleaner.

Tips

- Wash small sections at a time and rinse as you go to prevent soap streaks on the exterior of the bus.



- Do not mop the bus with the windows closed. Some floor cleaners can affect breathing or cause eye irritation. If you experience any breathing problems or eye irritation, leave the bus and seek help if the symptoms do not go away or continue to get worse.



NFRC Transportation Cleaning/Sanitation

Bus # _____

DAILY CLEANING & SANITATION LOG

Week of: _____ Bus Driver & Bus Monitor Name: _____

Checks Circle the applicable answer	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
1. Has each row and seat been checked for any items left on bus?	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes
2. Has all trash been removed from the entire interior of the bus?	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes
3. Has all hard surfaces been sprayed with an EPA approved sanitizer?	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes
4. Has all seats been sprayed with approved sanitizer and wiped down?	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes
5. Has all windows been sprayed with an EPA approved cleaner and wiped down?	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes
6. Have all chemicals been stored and mixed in clean, correctly labeled containers and dispensed and handled only by authorized and properly trained personnel?	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes
7 Have all chemicals been stored and mixed in clean, correctly labeled containers and dispensed and handled	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes



only by authorized and properly trained personnel							
8. Have the correct procedures for cleaning and sanitizing been followed?	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes	no/yes
Bus Driver Signature/Initials:							

Corrective & Preventive Actions:

Verified by Manager: _____ **Date:** _____

Medically Vulnerable Students and Staff

Eagle's Nest Academy will begin the 2020-2021 school year remotely until September 30, 2020.

- The Student Services Teams (Special Education, Social Emotional, and Administrative) will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- Scholars/families and staff will be allowed to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments. Medical documentation supporting the high-risk status must be submitted to the main office for scholars and Axios HR for staff. Each request will be handled individually.



- Medically vulnerable students will be allowed to continue learning remotely that was identified for Phases 1-3. Please note that all scholars will be given the option to learn remotely.
- Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) will have facial covers; N95 masks will be provided when available.
- Staff who are high-risk for severe illness and have medical documentation, will be able to minimize face-to-face contact and maintain six feet distance from others. Decisions to modify job responsibilities that limit risk exposure, or to telework will be made by Axios HR.

Phase 4 Mental & Social-Emotional Health

- Eagle's Nest Academy will demonstrate a good faith effort to implement a mental health screening for all students by utilizing its partnership with Reconnect my Life and Genesee Health Systems, along with the school social worker. All 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 to protect confidentiality while adhering to mandated reporting guidelines.
- Eagle's Nest Academy will use the Multi-Tiered System of Support referral process to identify at risk students. These students will be assigned to the appropriate building-level support teams.
- Eagle's Nest Academy will use weekly professional learning communities, mentoring, and one on one coaching sessions to provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Eagle's Nest Academy will establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated
- Eagle's Nest Academy will document and enhance its current bereavement protocol, as needed (e.g., loss of student, loss of a school staff member)
- Eagle's Nest Academy will compile comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Eagle's Nest Academy will utilize ongoing reporting protocols suggested by our partners at for school staff to evaluate physical and mental health status.
- Eagle's Nest Academy will demonstrate a good show of faith to provide resources for staff self-care, including resiliency strategies via the weekly update and email system. These will be provided as the academy is made aware/discovers the information.
- The Dean of Students at Eagles Nest Academy will serve as mental health liaison (school-based) who will work across the school, local public health agencies, and community partners. The Family Community Liaison will support this effort.
- Eagle's Nest Academy staff will refer to MDE resources for student and staff mental health



and wellness support. The academy will encourage it's partners to utilize the resources as well.

- Eagle's Nest Academy has a designated email to address mental health concerns that will be shared with school stakeholders
- Eagle's Nest Academy will communicate with parents and guardians, text message, e-mail, the school newsletter, and/or social media accounts the return to school transition information including:
 - De-stigmatization of COVID-19.
 - Understanding normal behavioral response to crises.
 - General best practices of talking through trauma with children.
 - Positive self-care strategies that promote health and wellness.

Phase 4 Instruction

Governance

- Eagle's Nest Academy created a district Return to Instruction and Learning working group, led by the Principal. The group was composed of Teachers, the Family Community Coordinator, Dean of Students, Interventionist, Office Manager/Parent, Secretary, a Parent, Chief Finance Officer/Co-Founder/Grandparent, to:
 - ☐ Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys, telephone survey, e-mail, and conversations.
 - ☐ Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
 - ☐ Share the district's remote learning plan with all involved stakeholders

Remote Instruction (or BEFORE the Return to In-Person / Hybrid Instruction)

During the 2020-2021 school year Eagle's Nest Academy will return to school remotely (following the Remote Learning Plan from Phase 1, 2, & 3) until September 30, 2020. After September 30, 2020 Eagle's Nest Academy will activate a Hybrid Learning program to deliver standards-aligned curricula and high-quality instructional materials. Synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation will be consider. The academy will consult MDE for high-quality digital resources. Scholars will be allowed to continue remotely according to their preference

- Hybrid Instruction will include:
 - ☐ Blended Learning using a flipped classroom approach. Scholars will be inside the building during specified days of the week where they will learn with their cohort face to face (2 of 5 days). Scholars will learn remotely for 3 days each week.
 - ☐ Grade-level proficiencies will be measured according to mastery of grade level standards established by the Michigan Department of Education;



- Modes of student assessment and feedback will include formative assessments before, during, and after instruction. Diagnostic assessments to determine academic needs and benchmark assessments to determine progress.
- Differentiated support for students will include one on one and small group intervention, as well as homogenous grouping in the face to face, social distancing classroom and remote learning classroom.
- The inclusion of social-emotional learning will occur in the classroom led by the Teacher of Record during Crew and by the student mentor, during one on one sessions for all students
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students. Eagle's Nest Academy will make a good faith effort to provide instruction in compliance with the instructional minutes established by the Michigan Department of Education for each Core Subject (Math, Literacy, Science, and Social Studies)
- Eagle's Nest Academy will set an instructional vision that ensures that:
 - ❑ Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject. The district will provide instruction using its Core Curriculum Materials (EL Education, Math Bridges, Michigan Open Book Project, and McGraw-Hill Science Curriculum). Curriculum materials will be posted within Google Classroom and made available in paper-form, as needed, during Face to Face instructional days.
 - ❑ Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics. Eagle's Nest Academy will use the K-2 Benchmark and the NWEA Reading Fluency Assessment to assess scholar's reading and Math Bridges Intervention diagnostic to assess scholars in Mathematics.
 - ❑ The academy will use Crew, a positive culture building daily practice, as a format to strengthen connections with students and build relationships.
- Eagle's Nest Academy will not need to secure supports for students who are transitioning to postsecondary because it is an elementary school.
- The instructional coach and building principal will support teachers during coaching sessions and planning sessions to develop lesson plans that are aligned with grade-level curricula that is aligned to Michigan K-6 standards.
- During planning teachers will be assisted with drafting power standards that identify the major work of the grade to focus, prioritize, and accelerate instruction. The instructional Coach and the principal will review lesson plans for alignment and provide feedback.
- Eagle's Nest Academy will assess every student in grades K-6 during the first 6 weeks of school, using the EL Education K-2 Benchmark, NWEA Reading Fluency Assessment, Math Bridges Intervention screener, and formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.
- The Special Education Coordinator will review students' IEPs and Section 504 plans in coordination with general and special education teachers to reflect the child's needs based on



assessment data and parent feedback, and design accommodations and match services accordingly:

- ☐ Eagle's Nest Academy will commence online intervention and support services. Plans will include all programs and learning environments, especially special education. Plans will not include birth to five services or career and technical education because the academy serves scholars in K-6.
- ☐ General and special education teachers will use PLCs, operated in Google Meets, Zoom, and other online platforms to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Teachers will demonstrate a good show of faith effort to consider students' needs around accessibility and attempt to provide contact information and written resources to support families.
- Eagle's Nest Academy will not secure supports for students who are transitioning to postsecondary because it is a K-6 school.
- The principal will communicate with all stakeholders the plans for curriculum and instruction and ongoing monitoring of student progress, specifically on the progress of students in need of additional support. A variety of platforms will be used to communicate.
- Eagle's Nest Academy will continue to review (daily and weekly) communication from MDE to remain connected about policies and guidance.
- Eagle's Nest Academy will continue providing live remote services to scholars needing occupational, physical, and/or speech and language therapy, including making a good faith effort to provide evaluations by school psychologists and social workers, when appropriate.
- The Dean of Students will inventory all intervention programs and services available to students on the school level and identify any gaps.

Communications and Family Supports

- Eagle's Nest Academy will use the school newsletter, the school social media sites, the school website and/or the One Call Now Voice, Text, and Email system to reach every family and student in their home language to share:
 - ☐ Expectations around the duration of the closure and reopening;
 - ☐ Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
 - ☐ Supports and resources for families to use at home
 - ☐ External Resources/Trainings on accessing and using the school's digital systems and tools
 - ☐ Expectations around their child's return to school;
 - ☐ Clear information about hybrid schedules and configurations
 - ☐ Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
 - ☐ Plans for each of the different school opening scenarios.



Professional Learning

- Eagle's Nest Academy will provide adequate time for educators to engage in:
 - ☐ Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;
 - ☐ Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;
 - ☐ Identify students who potentially need additional support; and
 - ☐ Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.
- Eagle's Nest Academy has created a plan for professional learning and training, with goals to:
 - ☐ Increase effective instruction (face to face and remotely)
 - ☐ Job embedded and ongoing via PLCs, Webinars, Coaching, and Pre/Post Observation conferences
 - ☐ Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
 - ☐ Train all staff thoroughly in the chosen digital systems and tools and their use; and
 - ☐ Support the principals' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.

Instruction (WHEN Schools Re-Open for In-Person / Hybrid Instruction)

Blended Learning using a flipped classroom approach. Scholars will be inside the building during specified days of the week where they will learn with their cohort face to face (2 of 5 days). Scholars will learn remotely for 3 days each week.

- Ensure that every student:
 - ☐ Has access to standards-aligned, grade level instruction, including strategies to accelerate student learning;
 - ☐ Is assessed to determine student readiness to engage in grade-level content; and
 - ☐ Is offered scaffolds and supports to meet their diverse academic and social emotional needs.
- The principal, instructional coach, and school designer will conduct checkpoints around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.
- Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.
- The Special Education Coordinator will conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from



- associated services including OT, PT, and Speech while school buildings were closed.
- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.
 - Set expectations for schools and teachers to 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.
 - During Phase 4 the academy will not activate structures outside of the regular school day because feedback and behavior of our families does not indicate interest in programming such as summer learning options which was evident with only 4 scholars registering.
 - Eagle's Nest Academy will use One Call text, email, and voice messages, school newsletter, email, and social media platforms to support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.
 - Eagle's Nest will use plans identified in Phases 1, 2, & 3 to monitor and assess the following:
 - ☐ Connectivity and Access: All scholars enrolled at the academy will receive a chrome book to use for Remote Learning. Families that indicate a connectivity need will be supported with information to obtain services or a hotspot subscription based on school financial and physical resources
 - ☐ Attendance: Develop systems to monitor and track students' online attendance twice a day (am and pm) using the School Information System, Synergy, by the teacher. Attendance concerns will be referred to the Family Community Coordinator for early intervention and the Dean of Students if challenges persist.
 - ☐ Student Work: Teachers will assess the quality of student work and provide feedback to students and families. Assessments results will be documented in the Student Information System, Synergy, each week. One score per core subject will be documented for K-2 scholars and two scores per core subject each week will be documented for 3-6 scholars. Teachers will lead scholars through reflecting on their Students will self-assess the quality of work, reflect on teacher feedback, and learning progress. All scores will be based on mastery of grade level content using a 100% grading scale.

Phase 4 Operations

Facilities

Eagle's Nest Academy will take the necessary precautions to ensure the facility is ready to receive students, staff and visitors (when allowed) and will follow the below protocols.

- Audit necessary materials and supply chain for cleaning and disinfection supplies.



- Coordinate with [Local Emergency Management Programs](#) (LEMP) for support with procurement of cleaning and disinfection supplies. Advocate for ISDs to coordinate with LEMPs.
- Audit any additional facilities that the district may have access to that could be used for learning.
- Provide school-level [guidance for cleaning and disinfecting all core assets](#) including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.
- Alert school-based custodial of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.
- Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- Encourage the school to provide advanced training for custodial staff.
- Custodial staff will continue deep cleaning over the summer.
- Audit the school building with a focus on:
 - Number of classrooms are available
 - The size of each classroom
 - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
 - The ventilation in each classroom.
- Audit school security protocols to decide if any process changes need to be implemented.
- School staff will follow CDC protocols if interacting with the general public.
- Maintain facilities for in-person school operations. Check HVAC systems to ensure that they are running efficiently.
- Air filters should be changed regularly.
- Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be available as needed.
- Signage about frequent [handwashing, cough etiquette, and nose blowing](#) should be widely posted, disseminated, and encouraged throughout the building.
- Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
- The building supervisor should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- Procure level-1 disposal facial coverings for low-income students who may come to school without a face covering and students with special needs.
- Procure level-1 surgical masks for cleaning and janitorial staff.
- Activate school cleaning and disinfection protocols according to the [CDC School Decision Tree](#). Custodial staff should wear surgical masks when performing cleaning duties.
- Maintain facilities for resumption of school operations.



Note: Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations.

Resource links:

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

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Technology

- Eagle's Nest Academy administered a survey to families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.
- The Dean of Students will plan and communicate with the district technology support team member. The office secretary will assist with communication as needed.
- Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom.
- Chuck Meredith, of Charter Technologies, has been hired to provide device and/or general technology support for the school.
- Eagle's Nest Academy will not assign technology process leaders because the academy is a single building district and will have parents contact their child's teacher if there are concerns. Those concerns will be shared with the Dean of Students or the Charter Technologies representative.
- The administrative team members will serve as technology liaisons to support communication regarding the use of technology and serve as a "help desk."
- The administrative team developed school-wide procedures for returning and inventorying school-owned devices as part of a return to school technology plan. The procedures include:
 - Safely storing 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
- The office secretary uses Microsoft Excel as a technology tracking tool.
- Charter Technologies will assist the academy with processing, returning, and maintaining devices, as needed.
- Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.
- Every WiFi access point and wired network device will be tested by a representative of Charter Technologies.



- Eagle's Nest Academy will support families with technology, as needed.
- 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. The academy will demonstrate a good faith effort to support families with connectivity as resources are available.

Please note that all scholars will continue to have their devices during each phase of this plan. The academy will continue to have scholars submit assignments online to provide continuity.

Budget, Food Service, Enrollment, and Staffing

- The arrival and dismissal team will greet scholars at their pre-identified entrances based on the location of their classes. A staggered dismissal to release specific groups of scholars for the bus and parent pick up will be followed.
- Eagle's Nest Academy will conduct staff and student outreach to understand who is coming back.
 - ☐ Axios HR will provide reasonable assurance of employment and agreements for staff. Staff will sign the assurance of employment or agreement to determine if they will be returning.
 - ☐ All students have an opportunity to continue with Remote Learning
- Assess need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.
- Recruit, interview and hire new staff.
- Eagle's Nest Academy will redeploy underutilized staff to serve core needs.
- Eagle's Nest Academy will communicate any student enrollment or attendance policy changes with school staff and families.
- The Principal will provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.
- The Chief Finance Officers will seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).
- The Family Community Coordinator and the Dean of Students will coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.
- The principal will inventory how many substitute teachers are available.
- The administrative team, along with the principal, will build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
- The Office Manager will verify that student and staff handbooks are printed and ready for



distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.

- North Flint Reinvestment Corporation will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
- The Principal will make a good faith effort to engage in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars by making the request of the CFO.
- The Principal and Instructional Coach will initiate orientation of new school staff to any operational changes.
- The Principal, along with the administrative team, will create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, and lunch schedules for staff and students
- The food director will collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

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

Phase 5 Safety Protocols

Eagle's Nest Academy will follow the same Safety Protocols as Phase 4 during Phase 5

Phase 5 Mental & Social-Emotional Health

Eagle's Nest Academy will follow the same protocols for Mental & Social Emotional Health as followed in Phase 4 of the plan

Phase 5 Instruction

Eagle's Nest Academy will follow the same Hybrid Instruction Protocol that was implemented in Phase 4. During the 2020-2021 school year all scholars will have the opportunity to continue remote learning during all phases.

Phase 5 Operations



Eagle's Nest Academy will follow the same protocols for operations that were following in Phase 4



EAGLE'S NEST ACADEMY RETURN TO WORK PLAN

Eagle's Nest Academy takes the health and safety of our employees very seriously. With the spread of COVID-19, the district must remain vigilant in mitigating the outbreak. To be safe and maintain operations, we have developed this COVID-19 Preparedness Plan to be implemented in our building. The district has identified a team of employees to monitor the related guidance of the CDC, OSHA, the State of Michigan, and Local Municipal Health Agencies.

This plan is based on information available from the CDC, OSHA, the Governor's Executive Orders, and Local Municipal Health Agency issuances at the time of its development and is subject to change based on further information issued by the above agencies. The district may also amend this plan based on operational needs.

RESPONSIBILITIES OF THE ADMINISTRATIVE TEAM

The Administrative Team must be familiar with this plan and be prepared to answer questions. The Administrative Team must always set a good example by following this plan, as well as encourage this same behavior from all employees. This involves practicing good personal hygiene and building safety practices to prevent the spread of the virus.

RESPONSIBILITIES OF EMPLOYEES

The district is asking every one of our employees to help with our prevention efforts while at work. To minimize the spread of COVID-19 in our building, everyone must be held accountable for their role. Personal responsibility will help ensure the success of this program. As set forth below, the district has instituted various housekeeping, social distancing, and other best practices for the building. All employees, sub-contractors, vendors, and visitors must follow these practices to enter and remain in the building. In addition, employees shall report to the Administrator (immediately) if they are experiencing signs or symptoms of COVID-19.

If you have a specific question about this plan or COVID-19, please ask your Administrative Team. If they cannot answer the question, please contact the Human Resource Department (Axios) or the management company (North Flint Reinvestment Corporation).

All Employees shall, per the recommendation of the CDC and/or by State of Michigan Executive Order:

- Become familiar with this COVID-19 Preparedness Plan.

- Frequently wash your hands with soap and warm water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering coughs and sneezes.
- Maintain a social distance of at least 6' from other individuals.
- Wear a face covering while in enclosed public spaces and/or while working in close proximity with other individuals.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever
- Cough
- Shortness of Breath or Difficulty Breathing
- Chills
- Muscle Pain
- Headache
- Sore Throat
- New Loss of Taste or Smell
- Repeated Shaking with Chills

If you develop a fever or exhibit the above noted symptoms, **DO NOT GO TO WORK** and call your healthcare provider right away and inform the school Administrator.

PROTECTIVE MEASURES FOR THE BUILDING

The district has instituted the following protective measures in addition to the provisions of the Eagle's Nest Emergency and Crisis Response Policy for the building.

A. General Safety Policies and Rules

- The Administrator shall oversee and monitor this program or designate staff to monitor and oversee the program.
- Conduct temperature monitoring and screening criteria for all workers and visitors upon arrival to the building. Administrators shall determine the best method for conducting screening and recording temperatures.
- Establish screening criteria in which if the answer is "yes" to any of the following survey of questions, the individual should not be permitted to enter the building/classroom :
 - Have you been confirmed positive for COVID-19 within the last 14 days?

- Are you currently experiencing, or have recently experienced, any COVID-19 symptoms?
- Have you been in close contact with any person who has tested positive for COVID-19 within the last 14 days?
- Have you travelled internationally or domestically by airplane or boat in the last 14 days?
- Have you been in close contact with any person who has travelled domestically or internationally and are exhibiting COVID-19 symptoms within the last 14 days?
- Create designated entry points for the building.
- Employees performing tasks in close proximity (<6') of each other for a prolonged period of time shall wear a face covering. The Administrator will discuss and designate the best location for the disposal of soiled face coverings.
 - Contact the school office to obtain face coverings.
- If hand washing is not possible, use an alcohol-based hand sanitizer with at least 60% alcohol available.
 - Contact the custodial staff to obtain or refill hand sanitizer.
- It is recommended that employees wear hand protection to help prevent skin contact with potentially contaminated surfaces.
- Any employee, sub-contractor, vendor or visitor showing symptoms of COVID-19 will be asked to leave the building/school grounds immediately.
- Employees must avoid physical contact with others and shall direct others to increase personal space to at least six (6) feet, where possible.
- Only necessary employees should enter the building, and all employees will maintain social distancing while inside the building. When entering the building, a face covering should be worn.
- Limit in-person meetings when possible. Conduct meetings via telephone, teleconferencing, or videoconferencing.
- Discuss how and where to conduct breaks and lunches. Stagger breaks and lunches, if practical, to reduce the size of any group at any one time to less than ten (10) people. Maintain social distancing during breaks and lunch.
- Employees should limit the use of sharing supplies and equipment. To the extent that supplies must be shared, sanitize before and after use. When cleaning supplies and equipment, consult manufacturing recommendations for proper cleaning techniques and restrictions.
- Each project should discuss the practicality of dividing staff into isolated work areas, separate groups, or alternate shifts, where possible, so that work can continue while maintaining social distancing.
- Employees are encouraged to minimize ride-sharing. While in vehicles, employees must ensure adequate ventilation.
- Do not use common sources of drinking water, such as a cooler. Employees should use individual water bottles.
- Create protocols for minimizing personal contact upon delivery of materials to building. Delivery personnel should remain outside the building until directed to enter. Delivery personnel must abide by the social distancing protocols if they enter the building.

B. Building Site Visitors

- The designated point of entry shall have a sign instructing visitors to contact office personnel prior to entry.
- The number of visitors allowed in building, will be limited to only those necessary.
- All visitors shall have temperature and symptom screening upon arrival.

BUILDING CLEANING AND DISINFECTING

The district has instituted regular housekeeping practices, which includes cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where possible. Employees should regularly do the same in their assigned work areas.

- Custodial staff will ensure clean classrooms and break/lunchroom areas at least once per day.
- Custodial staff will ensure that hand sanitizer dispensers are always filled. Disinfect frequently touched items (i.e. door handles, sink handles and toilet seats) frequently throughout the day.
- Disinfect equipment and tools at least once per day and before a change in operator.
- OSHA has indicated if an employee has tested positive for COVID-19, it does not typically require an employer to perform special cleaning or decontamination of work environments, unless those environments are visibly contaminated with blood or other bodily fluids.
- The district will ensure that any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions

BUILDING EXPOSURE

Report any cases of positive COVID-19 or suspected cases of COVID-19 to your Administrator as soon as possible. The Administrator will notify HR and the management company of any positive COVID-19 cases. The Administrator will notify staff of any positive COVID-19 cases.

A. Employee Exhibits Symptoms of COVID-19

- If an employee exhibits symptoms of COVID-19, the employee must remain at home until he/she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). The district will similarly require an employee who reports to work with symptoms to return home until he/she is symptom free for 72 hours (3 full days).

B. Employee Tests Positive for COVID-19

- An employee who tests positive for COVID-19 will be directed to self-quarantine away from work. Employees that test positive and are symptom free may return to work when at least seven (7) days have passed since the date of his/her first positive test and have not had a subsequent illness.
- Employees who test positive and are directed to care for themselves at home may return to work when:
 - At least 72 hours (3 full days) have passed since recovery **and**
 - At least seven (7) days have passed since symptoms first appeared.
- Employees who test positive and have been hospitalized may return to work when directed to do so by their medical care providers. The recovered individual is required to provide documentation clearing their return to work.

C. Employee Has Close Contact with an Individual Who has Tested Positive for COVID-19

- Any individuals that worked in close proximity (within three to six feet without appropriate PPE) for a prolonged period of time, with a fellow employee who tested positive for COVID-19, will be directed to self-quarantine for 14 days from the last date of close contact with the positive tested employee.
- Once the district learns that an employee has tested positive, the district will coordinate an investigation to determine which coworkers who may have had close contact with the confirmed positive employee in the prior 14 days and direct those close proximity individuals to self-quarantine for 14 days from the last date of close contact with that employee.
- The district will also notify any staff, sub-contractors, vendors, or visitors who may have had close contact with the confirmed positive employee. If an employee learns that he/she has come into close contact with a confirmed positive individual outside the workplace, he/she must alert their Administrator and self-quarantine for 14 days from the last date of close contact.

OSHA RECORDKEEPING

If a confirmed case of COVID-19 is reported, the district will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule.

If an employee has a confirmed case of COVID-19, the district will assess any workplace exposures to determine if the case is work-related.

CONFIDENTIALITY/PRIVACY

Except for circumstances in which the district is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. The district reserves the right to inform other employees that an unnamed coworker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. The district also reserves the right to inform subcontractors, vendors/suppliers, or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

GENERAL QUESTIONS

Given the ever-developing nature of the COVID-19 outbreak and revision in CDC Guidelines and Executive Orders, the district may modify this plan as needed. If you have any questions concerning this plan, please contact the Human Resource Department (Axios) or the management company (North Flint Reinvestment Corporation).