



## **University Prep Academy COVID-19 Preparedness and Response Plan**

Address of School District: 285 W. Milwaukee Ave., Detroit, Mi. 48323

District Code Number: 82703

Building Code Number(s): 01240, 00101

District Contact Person: Danielle Jackson

District Contact Person Email Address: [Danielle.Jackson@uprepschools.com](mailto:Danielle.Jackson@uprepschools.com)

Local Public Health Department: Detroit Health Department

Local Public Health Department Contact Person Email Address:  
[dhdoutbreak@detroitmi.gov](mailto:dhdoutbreak@detroitmi.gov)

Name of Intermediate School District: Wayne RESA

Name of Authorizing Body: Grand Valley State University

Date of Adoption by Board of Directors: August 4th, 2020

Date of Amendment Approval by Board of Directors: August 12th, 2020

### Assurances

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

  
\_\_\_\_\_  
President of the Board of Directors

Aug. 14, 2020  
\_\_\_\_\_  
Date

## **Introduction and Overview**

We want to be clear: Our goal is to have students safely back in their classrooms this fall. We know that our students learn best when they are with our U Prep teachers in a traditional setting. Whether we will be able to do that on August 31st or later in the year depends on a number of factors and is guided by the single priority of the health and safety of our students and staff. We will continue to follow the guidelines set up by the Governor's Office, the Wayne County Health Department, Centers for Disease Control and the Michigan Department of Education as we move forward.

We also know that no matter the state guidelines, we have families who do not feel comfortable sending their children to school right away. We understand and are committed to providing enhanced virtual learning to those students.

To that end, we are preparing for all three scenarios:

- 100% Virtual, Distance Learning
- 100% Traditional, in-seat Learning
- Blended Learning: a combination of the above scenarios

As Governor Whitmer shared, the 2020-21 school year may look more like a 'dial' rather than an 'on' and 'off' switch. Our entire U Prep network – individual students and families, teachers, staff and leaders - must remain flexible, prepared to transition across the phases of the learning framework as needed throughout the school year. To quickly see where we are, the phases of the U Prep Learning Framework 2020-2021 are aligned to the Governor's Michigan Safe Start Plan. Keep in mind that depending on the COVID-19 data in our area, we could move backward or forward in phases on Michigan's Safe Start Plan, and by extension, our Learning Framework.

## **Our Reopening Vision**

Re-examining and re-envisioning our schools and our instruction to best meet the needs of our students and families. Our work isn't solely in response to COVID-19, but instead using this moment as a catalyst for change to ensure that our schools

- Are environments that are welcoming and affirming to our students and families
- Put the physical and socio-emotional well-being of our students first
- Provide Instruction that is culturally responsive, meeting the needs of our current digital age by both accelerating learning and teaching grade level standards, period.
- Examine the structures, policies, and curriculum decisions that are not responsive to our students and work to omit them

Additionally, as an organization that believes strongly in restorative practices, equity of learning and student self-actualization, we believe that this is the time where all of our guiding principles can propel our students forward.

**Feedback**

The following Reopening plan was prepared with the feedback from various stakeholders via surveys, virtual town hall meetings, and work-groups. The stakeholders that provided feedback were:

- Parents
- Students
- Teachers
- School/District Leaders
- Board Members
- Community Partners

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

## **Phase 1, 2, or 3 Safety Protocols**

*Note: During Phases 1-3, even though instruction will happen virtually for students, teachers and essential staff may still report to the building to deliver virtual instruction.*

### **Access to buildings**

During Phases 1-3, teachers and district and school leaders may be on site either delivering instruction or supporting teachers and various stakeholders. Teachers and school/district leaders will abide by the following protocols:

### **Health Screening Staff**

- Anyone that displays any symptoms of the Corona Virus Illness is expected to remain at home.
- All Staff will be required to submit an electronic health screening daily before they come to work (QR code will be on each entryway)
- Anyone that has tested positive for the CoronaVirus or that has knowingly come in contact with someone that has tested positive for CoronaVirus will not be allowed on school grounds until they submit a negative test report within 14 days of the day of (re)entry. Parents will need to sign a health waiver that states students cannot return until they have a negative test.
- The District will follow CDC/State of Michigan guidance that could include temporary building closures. Waiting for guidance to prepare building closure protocols.
- Any staff members that begin to display COVID like symptoms at work will be sent home immediately.

### **Daily protocols for entering Schools**

- Each morning staff will be screened for fever and symptoms prior to entry and those who are experiencing symptoms may be directed to the isolation area where an administrator, or designee, can confirm further assessment.
  - Full time Custodial staff will audit necessary materials and supply chain for cleaning and disinfection supplies. They will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies and advocate for the ISD to coordinate with LEMPs.

- All persons entering the schools will have their temperature checked at the front desk. (If it is 100 degrees or higher that person will be sent home)
  - All persons will be required to sanitize their hands upon entering the building.
- If a staff member becomes ill during the day, they will be sent home immediately and will not be able to return to work until they submit a negative test for COVID-19.

#### **PPE**

- Masks must always be worn. Three cloth masks will be provided to all staff at the beginning of the school year. Face shields or plexiglass barriers will be provided to specialized staff groups. A limited supply of backup masks will be ordered, but it is expected that visitors should provide their own masks.
- Special Education teachers will not be required to use clear facial coverings.
- Hand sanitizer that contains at least 60% alcohol will be supplied to each classroom, the front desk, and at the entrance of each building (sanitizing stations)

#### **Building cleaning protocols**

- While Custodial Staff will disinfect the door handles, light switches and desks throughout the day, Faculty are encouraged to supplement with supplied disinfectant.
- Buildings and classrooms will be cleaned nightly based on the CDC School Decision Tree on cleaning and disinfection protocols.
- Building will be deep cleaned on the weekends.
- Custodial staff will wear surgical masks and gloves while performing cleaning duties
- We will not develop a contingency plan to coordinate the use of school buildings for essential actions such as elections.

#### **Phases 1-3 Food Services for the 2020-2021 School Year**

Parent(s)/guardian(s) will have the option to pick up 5 lunches/5 breakfasts per student for virtual school days. Meals will be delivered pre-packaged in groups of 5 by Variety (no longer requiring manual packaging at school site). U Prep staff will be required to package milk.

Pick up for the UPA district will take place at UPAD ES on Mondays. Students are not required to be present in order to pick up meals.

#### **Child Care**

- University Prep Schools will **not** be providing child care during this time.

#### **Transportation**

- University Prep Schools do not offer transportation for students.

### Athletics / Extracurricular

- No athletics or extracurricular activities will occur during Phases 1-3 of the Governor's Safe Start Roadmap.

### Health Screening Students

- Schools are closed for in-person instruction during Phases 1-3 of the Governor's Safe Start Roadmap.

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

<b>Social Emotional Learning</b>	<p>All students will engage in activities promoting social emotional health through experiential learning embedded within the advisory model, Crew, and reinforced by core academic instruction.</p> <p><b><u>SEL Platforms and Resources:</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Class Catalyst</a></li> <li>• <a href="#">Nearpod</a></li> <li>• Move the World</li> <li>• <a href="#">Aperture</a></li> <li>• Mood Check-ins (via Google Forms)</li> </ul> <p><b><u>Pacing Guide</u></b></p> <p>Deans of Culture and College Counselors will create a 2020-2021 Pacing Guide and tracker for each grade level. The pacing guide will incorporate academic and mood check-ins, restorative circles, and interactive lessons based on CASEL core competencies.</p>
<b>Mental Health Screening</b>	<p>Mental health screening in schools is a foundational element of a comprehensive approach to behavioral health prevention, early identification, and intervention. Early recognition and treatment of mental health challenges leads to better outcomes for students. Although University Prep Schools will not implement a mental health screening for all students by a trained mental health professional, we will utilize MTSS processes with the support of School Social Workers and Crew Advisory Check-Ins across the campuses to provide rapid targeted assistance and outside referral services to struggling students.</p>
<b>Mental Health Liaison</b>	<p>Building level School Social Workers will act as the mental health liaison to centralize mental health referrals, network with local public health agencies, community partners, and compile comprehensive lists of wellness resources available to both staff and students.</p>
<b>Building Support Team</b>	<p>Each campus will develop a Building Support Team composed of</p>

	<p>deans, restorative practitioners, counselors, social workers, special education specialists, and lead educators. This team will leverage MDE resources for student and staff mental health/wellness support and be responsible for the following tasks:</p> <ul style="list-style-type: none"> <li>Establish and communicate building-level protocols to all staff for identification and rapid referral of at-risk students.</li> <li>Provide staff with timely, responsive, and ongoing training, tools, resources, and implementation support, focused on the following topics:               <ul style="list-style-type: none"> <li>Social-Emotional Learning</li> <li>Trauma-informed best practices</li> <li>Identification of students at-risk and proper referral protocols</li> <li>Self-Care</li> <li>Various Trauma and Burnout Prevention</li> <li>Supports for students who are homeless or in foster care</li> </ul> </li> <li>Establish a comprehensive <a href="#">Crisis Management Manual</a> that leverages available internal and external/community based resources</li> <li>Provide resources for staff Self-Care, including resiliency strategies</li> </ul>
<b>Professional Development</b>	<p>All staff will engage in timely, responsive, and ongoing Professional Development with resource and implementation support. <a href="#">SEL PD Calendar 20-21</a></p>
<b>Wellness Resources and Communication</b>	<p>Counselors and Social Workers across the network will communicate with parents and guardians, via a variety of channels, return to school transition information including:</p> <ul style="list-style-type: none"> <li>Destigmatization of COVID-19</li> <li>Understanding normal behavioral response to crises</li> <li>General best practices of talking through trauma with children</li> <li>Positive self-care strategies that promote health and wellness</li> </ul>

## Phase 1, 2, or 3 Remote Instruction

### Overall Description:

University Prep Schools provides a culturally responsive educational experience for our scholars that builds academic competence, habits of work and scholarship, and self-actualization empowering them to successfully accomplish their post-secondary plans, as well as socially and civically engaged as change agents for themselves and their community.

We are committed to providing a learning environment where teaching and learning occur, that is flexible dependent upon the impact of COVID-19. This flexibility is described in the UPrep Teaching and Learning Framework 2020-2021 in alignment with the phases of the Governor's Michigan Safe Start Plan. Our expectation is that every child has access to grade-level standards and an equitable education.



The academic plan was created by a Return to School Workgroup with input from a cross section of stakeholders - Central Management employees, school administrators, teachers and parents. Feedback was provided via virtual meetings, virtual town halls and Google surveys. The district's remote learning plan may be further revised based on feedback from stakeholders.

Michigan Safe Start Plan Phases	Phases 1 - 3 Growth, Spread, & Flattening
U Prep Schools Teaching & Learning Phases	<b>Virtual Learning</b> In Phases 1, 2, and, 3 of the Governor's Michigan Safe Start Plan, all instruction occurs in a <b>virtual learning</b> format in U Prep Schools as allowed by the State of Michigan
U Prep Schools Teaching & Learning Phase Description	<b>Virtual instruction</b> will occur daily in a synchronous and asynchronous medium, distance learning environment featuring U Prep teachers engaged directly with students via the learning platform, delivering quality U Prep curricula and programs. All students attend school via virtual learning on every school day.

### Scenario Details

#### 100% Virtual, Distance Learning

In the absence of a stay home order, instructional staff may report to their respective buildings to support remote learning for students in K-12. This will allow for teachers to access adequate bandwidth and other devices to support the implementation of remote learning for students.

Students will engage in synchronous learning with asynchronous support via certified teachers in the subject matter.

K-5 students participate in virtual learning Monday-Thursday 9:00 AM-3:00 PM (via [swivl](#)\*) platform)

6-12 students participate in virtual learning Monday-Thursday 9:00 AM -3:00 PM (via [swivl](#)\*) platform)

Friday: Subject based student conferencing and small group support hours based on hours listed above.

\*The swivl program allows educators to offer both synchronous and asynchronous instruction. Students will be expected to tune in live during the teacher's lesson but will also be able to view the lesson on their own due to swivl's ability to record lessons. Lessons will be posted on the

teacher's Schoology page.

### Instructional Minutes Recommendations (*may need to adjust by campus*)

#### K-5 | 270 Total Minutes (Daily)

Monday	Tuesday	Wednesday	Thursday	Friday
Crew (30 min) ELA (60 min) Math (60 min) Social Studies (60 min) Special (60 min) Lunch (45 min)	Crew (30 min) ELA (60 min) Math (60 min) Science (60 min) Special (60 min) Lunch (45 min)	Crew (30 min) ELA (60 min) Math (60 min) Social Studies (60 min) Special (60 min) Lunch (45 min)	Crew (30 min) ELA (60 min) Math (60 min) Science (60 min) Special (60 min) Lunch (45 min)	Subject-based Student Conferences and Mentor Check-ins

*Teacher will embed necessary breaks through instructional day.*

#### Grades 6-12 | Block Scheduling | 330 Total Minutes (Daily)

Monday	Tuesday	Wednesday	Thursday	Friday
Crew (30 min) Class 1 (100 min) Class 2 (100 min) Class 3 (100 min)	Crew (30 min) Class 4 (100 min) Class 5 (100 min) Class 6 (100 min)	Crew (30 min) Class 1 (100 min) Class 2 (100 min) Class 3 (100 min)	Crew (30 min) Class 4 (100 min) Class 5 (100 min) Class 6 (100 min)	Subject-based Student Conferences and Mentor Check-ins

*Each class will be 100 total minutes. Students will engage in 50 minutes of synchronous learning and 50 minutes of asynchronous learning*

#### Monday - Thursday

Elementary (K-5) 9:00 am - 3:00 pm	Middle (6-8) 9:00 am - 3:00 pm	High School (9-12) 9:00 am - 3:00 pm
<b>K-2 (100 Total Minutes)</b> Monday: Crew (10 min), ELA (60 Min), ELA Support (60 min)*, and Special (30 min)  Tuesday: Crew (10 min), Math	<b>6-8 (180 Total Minutes)</b> Monday Crew (30 min) Class 1 (50 min) Class 2 (50 min) Class 3 (50 min)	<b>9-12 (180 Total Minutes)</b> Monday Crew (30 min) Class 1 (50 min) Class 2 (50 min) Class 3 (50 min)

<p>(60 Min), Math Support (60 min)*, and Science(30 min)</p> <p>Wednesday: Crew (10 min), ELA (60 Min), ELA Support (60 min)*, and Social Studies (30 min)</p> <p>Thursday: Crew (10 min), Math(60 Min), Math Support (60 min)*, and Special (30 min)</p> <p><b>3-5 (135 Total Minutes)</b></p> <p>Monday: Crew (30 min), ELA (60 Min), ELA Support (60 min)*, and Special (45 min)</p> <p>Tuesday: Crew (30 min), Math (60 Min), Math Support (60 min)*, and Science(45 min)</p> <p>Wednesday: Crew (30 min), ELA (60 Min), ELA Support (60 min)*, and Social Studies (45 min)</p> <p>Thursday: Crew (30 min), Math(60 Min), Math Support (60 min)*, and Special (45 min)</p>	<p>Tuesday Crew (30 min) Class 4 (50 min) Class 5 (50 min) Class 6 (50 min)</p> <p>Wednesday Crew (30 min) Class 1 (50 min) Class 2 (50 min) Class 3 (50 min)</p> <p>Thursday Crew (30 min) Class 4 (50 min) Class 5 (50 min) Class 6 (50 min)</p>	<p>Tuesday Crew (30 min) Class 4 (50 min) Class 5 (50 min) Class 6 (50 min) <b>Class 7* UPAD Art Requirement</b></p> <p>Wednesday Crew (30 min) Class 1 (50 min) Class 2 (50 min) Class 3 (50 min)</p> <p>Thursday Crew (30 min) Class 4 (50 min) Class 5 (50 min) Class 6 (50 min) <b>Class 7* UPAD Art Requirement</b></p>
<p style="text-align: center;"><b>Friday</b> Subject-based Student Conferences &amp; Small Group Instruction</p>		
<b>Elementary (K-5)</b>	<b>Middle (6-8)</b>	<b>High School (9-12)</b>
Subject-based student conferences and small group instruction. Schedule to be determined	Teachers maintain their class schedule, holding scheduled student conferences and small groups for each of their class hours.	Teachers maintain their class schedule, holding scheduled student conferences and small groups for each of their class hours.
<p style="text-align: center;"><b>Academic Context</b></p>		
<p><b>Crew</b></p> <p>Crew is a regularly scheduled period of time leveraged to promote, build, and sustain interdependent relationships that foster character development, social emotional learning and academic success through</p>		

systems that promote accountability and consistency. Schools will implement Crew Monday-Thursday through the 2021 academic school year.

**Curricula**

K-5: EL Education, Eureka Math, Phenomenal Science, and Michigan Citizen Collaborative Curriculum (MC3).

6-8: EL Education, Eureka Math, Stemscope, America Modeling and Teachers Association (AMTA), Michigan Citizen Collaborative Curriculum (MC3), and Debating U.S History & New Visions for Public Schools.

9-12: EL Education, Eureka Math, America Modeling and Teachers Association (AMTA), Debating U.S History & New Visions for Public Schools, Michigan Citizen Collaborative Curriculum (MC3), and World History for Us All.

**Pacing Guide**

Directors of Curriculum and Instruction will create a 2020-2021 Pacing Guide and tracker for each grade level and/or subject area. The pacing guide will incorporate 2-3 daily lessons a week, all assessment windows, flex days, and early release days.

**Planning**

K-12 will use the Effective Planning Practices Guide to internalize modules/units, test drive key assessments, and annotate daily lesson plans prior to delivery of instruction.

**Accelerate Learning**

Teachers and instructional leaders will reference the [Achieve the Core 20-21 Priority Instructional Content](#) to identify the standards from the prior grade level that needs to be introduced in order to better prepare students for grade level content.

During School Director (Principal) and Data Meetings, the Curriculum and Instruction Team will support conduct checkpoints around curriculum and instruction, student progress with a particular focus on our students that are in need of additional academic support.

Schools will use the districts MTSS/Tiered Intervention guidelines to report and support at-risk students.

**Diagnostic**

To ensure that there is an intentional use of real time data to identify key pivots in instruction a pre and post diagnostic assessment will need to be administered prior to the delivery of a new module assessment.

### Approach to address unfinished learning

**Understand**



**Diagnose**



**Take Action**

- Study the focus standards for upcoming instruction.
- Identify critical prerequisite skills and understand students need to access grade level content.

- Determine student understanding of prerequisites based on diagnostic or formative data.
- Consider if gaps exist for the whole class or a small group

- Whole class needs: plan to build needed scaffolds into upcoming lessons. If needed, adjust pacing calendar to add in additional lessons
- Small group needs: plan differentiated instruction or coordinate to address gaps within intervention periods

### Interim Assessments

2-8 will use Achievement Network (ANet) platform for quarterly assessments. Dates TBD

9-12 will use the Illuminate DnA platform for quarterly assessments. Dates TBD

### Supports for Students with Disabilities

The Student Development Team will implement and execute IEPs and 504 plans through online delivery of identified interventions and support systems. IEP goals/objectives will be aligned to the general standards and supplemental instruction will be provided to support the general education curriculum. IEP Teams will review all IEPs to ensure that all programming, accommodations and ancillary services are provided. These services may include but are not limited to occupational, physical, and/or speech and language therapy. IEPs and 504 Plans may need amending to ensure that students' needs are addressed in the current learning environment. General and special education teachers will collaborate on delivery methods for assessments and instruction outlined in student IEPs and convene IEP meetings to make needed revisions based on assessment data and parent feedback.

### Professional Development

School Leaders will attend Leadership Conference (8/10-8/15) and bi-weekly School Director (Principal) meetings throughout the academic school year. Staff will attend Summer Institute (8/24-8/29), weekly Professional Learning Community meetings, Early Release Wednesday (monthly) district, school based, or external professional development, Instructional Coaches Institute (bi-weekly). Staff will be provided time to:

- 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; collaborate on prototypes for a week's worth of instruction to establish consistency and an appropriate workload

Teacher PD topics include but are not limited to:

- Introduction to Social Emotional Learning
- Special Education: Supporting Students with Disabilities 2020-2021

- Schoology and other digital school resources that will be implemented
- Remote Instruction Essentials including best practices that promote student engagement, consistency and differentiation
- Restorative Practices and Culturally Responsive Education Practices
- Project-Based Learning
- 2020-2021 Remote/Blended ELA Overview
- 2020-2021 Remote/Blended Math Overview
- 2020-2021 Remote/Blended Science Overview
- 2020-2021 Remote/Blended Social Studies Overview

Teachers will also participate in training on how to identify students who did not engage in remote learning and develop a plan to provide additional support, if needed. They will also 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
- Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.

#### **Communication with stakeholders**

A communication plan has been developed and implemented that will inform stakeholders in their native of the following things:

- 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 for families to use at home
- Training on accessing and using the school's digital systems and tools

Uprep Schools will use texts, calls and emails to inform and communicate with parents.

#### **Monitoring**

Attendance will be monitored via PowerSchool and district developed tracking documents. Teachers and students are expected to provide feedback on student work. The IT team will monitor connectivity and access via the processes outlined in their technology plan. Teachers will provide feedback and assess the quality of work. Students will be encouraged to self-assess the quality of their work and reflect on the feedback provided by teachers.

## **Phase 1, 2, or 3 Operations**

### **UPrep Recruiting Process during COVID-19 Pandemic**

1. Assistant Director of Talent (ADT) reviews applications.
2. ADT conducts Phone Screening, Email Communication, or Virtual Meetings.
  - a. Candidate assignment priorities:
    - i. Priority 1 – Partnership Agreement School
    - ii. Priority 2 – Positions vacant from previous School Year
    - iii. Priority 3 – Schools understaffed by greater than 15%
    - iv. Priority 4 – Multiple Openings at a single School for the same subject.
    - v. Priority 5 – New Positions
3. School Director (SD) conducts technical Interview via “ZOOM”
  - a. If the Technical Interview is inconclusive, a sample “sample teach” will be required from the candidate.
  - b. The SD will send the candidate the expectations for this demo lesson.
4. The School Hiring Team checks the candidate’s references.
5. If School Hiring Team approves of the candidate, they will inform the ADT and they will send the candidate an offer letter
6. If a School Hiring Team does not wish to proceed to hire this candidate, they may recommend that candidate to another School Hiring team for evaluation.
7. If the candidate is rejected the ADT will send them a “Thank You” letter.

### **Phases 1-3 Food Services for the 2020-2021 School Year**

Parent(s)/guardian(s) will have the option to pick up 5 lunches/5 breakfasts per student for virtual school days. Meals will be delivered pre-packaged in groups of 5 by Variety (no longer requiring manual packaging at school site). U Prep staff will be required to package milk.

Pick up for the UPA district will take place at UPA MS on Mondays. Students are not required to be present in order to pick up meals.

### **Student Technology Needs:**

Based on family survey results, students will be at a 1:1 (Chromebook with protective carrying case) ratio with access to reliable technology to utilize the Schoology and Swivl platform. Students with IEPs should receive chromebooks with built in extensions to support IEP accommodations and modifications or alternative assistance technology based on an identified need within the student’s IEP. Students and families will need an orientation on how to use both platforms. Multiple surveys were sent out to assess the accessibility and preparedness of our families for the 2020-2021 school year.

### **District Technology Plan**

A district technology plan has been created that addresses the following items:

- Guidance for schools on how Chromebooks will be tracked, distributed, repaired & replenished

- Guidance for schools on how many Chromebooks will be available in the classroom and the protocols around access.
- Sanitation Protocols for district devices
- Evaluation of current connectivity infrastructure
- Monitoring of device connectivity and access
- Providing parents with virtual information sessions to help parents prepare for remote learning and setting up for success
- Reviewing and updating technology policies to include data privacy policies, acceptable use policies and policies related to accidental damage, theft, and loss of technology. The use of Sys Aid as an asset tracking tool
- The use of a HelpDesk to support parents with technology
- Ensuring that students can submit assignments and be evaluated virtually

***\*Note: University Prep Schools will not ask parents to support in addressing technology issues with other parents.***

## **Documentation**

[Technology needs assessment](#)

[Parent Liability](#)

[Acceptable Use Policy](#)

## **Remote Access:**

List of options:

- Chromebooks LTE/Wifi (built-in)
- Comcast Essentials
- Drive-up Wifi (UPREP extension of schools network to parking lots)
- Wayne State - Parking Lot 55 (free Wifi)
- Libraries Wifi
- 567 Free Wifi Spots in Detroit-<https://www.wifimap.io/3015-detroit-free-wifi>

## **Instructional Technology Needs:**

Instructional staff will use a learning management system - Schoology. They will also have materials necessary for [swivl](#) (robot, microphone, pro-team, floor stand, mini lens). Lastly, they will have chromebooks to be able to effectively use Schoology.

## **Remote Support:**

The Help Desk will be optimized for both families and instructional staff to use from 8:30 am - 3:30 pm each day.

UPREP Schools will also provide a call-in option as well for families and instructional staff for real-time support. Times to be determined. The Detroit 90/90 IT team will support schools and



stakeholders with technology needs. Parent volunteers for technology/helpdesk support is not needed at this time.

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

### **Phase 4 Safety Protocols**

***During Phase 4, UPREP Schools will implement two plans - Plan A is 100% virtual and Plan B is a hybrid model with a remote instruction option.***

***Note: The Superintendent shall have the authority to shift between Phase IV Plan A and B as conditions dictate during the 20-21 School year.***

***~~students will be engaging in a hybrid model of instruction.~~ During Plan A, all students will be 100% virtual, attend school via Zoom and leverage the Schoology Learning Management System.***

***In Plan B, Students will be attending classes both in person (on their designated days) and virtually. Students who choose the hybrid model will attend school either on Monday/Tuesday or Wednesday/Thursday, with their off days being virtual and Friday being a day for student conferences. Students who attend the Virtual Academy will attend school 4 days a week via the Swivl platform with Friday also being a day for student conferences and feedback. University Prep Schools will cooperate with the local public health department and follow the CDC's recommendations for screening students and staff.***

During Phase 4 **Plan B** teachers, district and school leaders will be on site either delivering instruction or supporting teachers and various stakeholders. Students will also be attending class twice a week while students who choose to attend virtually will log in remotely.

The District will follow CDC/State of Michigan guidance that could include temporary building closures. UPREP Schools will cooperate with the local health department regarding implementing protocols for screening students.

Teachers, students and school/district leaders will abide by the following protocols:

### **PPE**

- Masks / face coverings must always be worn by students (K12), teachers and any other staff (except during meals). Three cloth masks will be provided to all staff and students at the beginning of the school year. Face shields or plexiglass barriers will be provided to specialized staff groups which may include special education teachers as needed. A limited supply of backup masks will be ordered, but it is expected that visitors should provide their own masks. Homemade facial coverings must be washed daily and disposable facial covering must be disposed of at the end of each day. UPrep Schools will wash student face coverings at the schools daily. UPREP Schools does not have a PreK program or child care program.
  - Any staff or student who is incapacitated or unable to remove the facial covering without assistance must not wear one.
  - Students or staff who have a medical condition prohibiting them from wearing a mask or facial covering must provide a doctor's note.
- Hand sanitizer that contains at least 60% alcohol will be supplied to each classroom, the front desk, and at the entrance of each building (sanitizing stations)

### **Building cleaning protocols**

- While Custodial Staff will disinfect the door handles, light switches and desks throughout the day, Faculty are encouraged to supplement with supplied disinfectant.
  - Benches and bathrooms must undergo cleaning every 4 hours with either EPA-approved disinfectant or diluted bleach solution.
- Buildings and classrooms will be cleaned nightly
- Building will be deep cleaned on each weekend.
- Frequently touched surfaces will be cleaned every four hours with either an EPA-approved disinfectant or diluted bleach solution. Custodial staff will regularly check and replenish hand sanitizers and hand soap in bathrooms.
- Student desks will be wiped down with an EPA approved disinfectant or diluted bleach solution after each class period.
- Playground structures will undergo normal routine cleaning procedures
- Staff will use masks, face shields and gloves when performing all cleaning activities.
- Hands on classrooms (art/music) will go through a similar cleaning to that mentioned above.
  - UPrep Schools does not have a library or computer lab within the school
- Adequate supplies of (e.g. soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper hand-washing techniques) will be implemented to support healthy hygiene behaviors.
- Instruction will be provided to staff and students reinforcing proper hand-washing routines that includes use of soap and water for 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Instruction will also be provided on how to cough and sneeze into their elbows, or to cover with a tissue including proper dispensing of used tissues.

- 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 masks, and face shield when performing all cleaning activities.

#### **Phases 4 Food Services for the 2020-2021 School Year**

Food services will return at each school. Food services will return at each school. Students will either eat lunch in their classrooms with disposable utensils or cafeteria times will be staggered to allow for 6ft social distancing between students. Food service staff will ensure any necessary food handling changes are implemented based on local health guidance. Food services staff will use barrier protection, gloves, face shields and surgical masks. Students, teachers, and cafeteria staff will wash hands before and after every meal.

#### **Child Care**

- University Prep Schools will **not** be providing child care during this time.

#### **Transportation**

- University Prep Schools do not offer transportation for students. Athletics transportation protocols are listed below.

#### **Health Screening for all stakeholders**

- Each morning staff and students will be screened for fever and symptoms prior to entry and those who are experiencing symptoms may be directed to the isolation area where an administrator, or designee, can confirm with further assessment. **Elementary school students** will be screened in their vehicles before entering the building.
  - All persons entering the schools will have their temperature checked at the front desk. (If it is 100 degrees or higher that person will be sent home)
  - All persons will be required to sanitize their hands upon entering the building.
  - The same screening protocol will be used as mentioned below for staff and students
- If a staff member becomes ill during the day, they will be sent home immediately and will not be able to return to work until they submit a negative test for COVID-19. More details below for staff.
- If a student becomes ill during the day, they will be isolated and the parent or guardian will be contacted and the student sent home and will not be able to return to school until they submit a negative test for COVID-19. More details below for students.

#### **Health Screening Students**

- Anyone that displays any symptoms of the Corona Virus Illness is expected to remain at home. The school will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- All students will be required to submit an electronic health screening daily before they come to school (QR code will be on each entryway)
- Anyone that has tested positive for the CoronaVirus or that has knowingly come in contact with someone that has tested positive for CoronaVirus will not be allowed on school grounds until they submit a negative test report within 14 days of the day of (re)entry. Parents will need to sign a health waiver that states students cannot return until they have a negative test.
- Any student members that begin to display COVID like symptoms at school will be sent home immediately. A designated quarantine area will be identified at each school for students who display symptoms during the school day. Students will be required to go to off-site testing.
  - Students who develop a fever or become ill with COVID-19 symptoms at school should 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 should wear a mask and be transported for off-site testing.
  - Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required
- Those who spent close contact with a positive student member will be notified while maintaining HIPPA and ADA confidentiality. Students and staff will be closely monitored for COVID like symptoms.
- Through our communication plan, parents will be informed of how to identify their child as high-risk for severe illness due to COVID-19.
- The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case 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.
- Classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

### **Health Screening Staff**

- Anyone that displays any symptoms of the Corona Virus Illness is expected to remain at home including staff who have a temperature of 100.4 degrees or higher and/or exhibit any respiratory or gastrointestinal symptoms.
- All Staff will be required to submit an electronic health screening daily before they come to work (QR code will be on each entryway)
- Anyone that has tested positive for the CoronaVirus or that has knowingly come in contact with someone that has tested positive for CoronaVirus will not be allowed on school grounds until they submit a negative test report within 14 days of the day of (re)entry or as the CDC requires..
- The District will follow CDC/State of Michigan guidance that could include temporary building closures. UPREP Schools will cooperate with the local health department regarding implementing protocols for screening staff.
- Any staff members that begin to display COVID like symptoms at work will be sent home immediately. Staff will be required to go to off-site testing.
- Those who spent close contact with a positive staff member will be notified while maintaining HIPPA and ADA confidentiality. Students and staff will be closely monitored for COVID like symptoms.
- The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case 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.
- Classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles as possible.
- N95 masks will not be required by UPREP schools for students.

## Hygiene Best Practices

University Prep Schools will educate staff and students on the following best practices:

- How to cough and sneeze in their elbows or to cover with tissue
- Refilling soap and hand sanitizer
- Limit of sharing personal items and supplies
- Limiting the use of classroom materials and disinfect between use or assign supplies to individual students
- Technology protocols as outlined in the District Technology Plan
- Keeping students personal items separate from each other and/or in individually labeled cubbies, containers or lockers

- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours

## **Spacing and Movement**

Building and classroom configuration will be as follows:

- All classrooms will have seating/desks adjusted to allow for a six-foot distance facing the same direction
  - Should a six-foot distance not be possible, barriers will be installed between desks.
- Barriers will be installed at the front desks, clinics and teacher desks.
- Classroom and office doors will always remain closed
- Stairwells will be set up as one-way
- UPREP Schools will ensure that there is increased ventilation and filtration to circulate the air inside buildings
- There will be a staggered class arrival and dismissal time to limit the amount of students congregating in hallways and common areas.
- No unscheduled visitors will be admitted
  - All scheduled visitors will be required to wear a face mask and abide by the process laid out under “Health Screening Staff”
  - Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
  - Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building
  - Social distancing floor/seating markers will be placed in waiting/reception areas
- Elementary School students will remain in their classroom during dismissal until their parent/guardian has arrived.
- Markings and signage will be positioned in each building to remind students and staff about appropriate social distancing, wearing masks, washing hands.
- Markings will be on floors and walls to ensure that staff and students are six feet apart when entering the building.
- Teachers will maintain six feet of spacing between themselves and students as much as is possible/feasible. signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques. Social distancing floor/seating markings will be provided in waiting and reception areas.

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

University Prep Schools will cooperate with the local public health department if a confirmed case of COVID-19 is identified. University Prep Schools will do it's best to collect contact information of any close contacts of the affected individual from two days before he or she showed symptoms to the time they were last present at school.

- The local health department, staff and students will be notified of any possible cases of COVID-19 per the guidelines of the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - University Prep Schools will provide staff with guidance on confidentiality laws during August professional development.
- Cleaning staff will wear masks, gloves and a face shield when performing cleaning of possible infected areas.

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 should 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. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

## **Athletics**

The following guidelines are in compliance with the guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

- UPrep Athletics will be able to further implement a more comprehensive plan when the MHSAA releases the Fall athletics plan on or by July 29th. MHSAA has a pending date of July 29th to update all districts and notify them of the official plan to start the Fall of 2020 in regards to athletics competitions and logistics.
- UPrep Athletics has implemented and will continue to mandate COVID-19 symptoms screenings for all outdoor sports practices. Football has been the only sport to conduct group workouts/practice and each student athlete has a temperature check before and after practice to track and record.
  - Students, teachers, and 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.
- UPrep athletic staff wash their hands, have hand sanitizer ready for participants and coaches use during all gatherings from July 1 until further notice. Staff are also required to take their temperature with a non-contact thermometer same as the student-athletes.
- All equipment must be disinfected before and after use.
- Currently, UPrep has limited use of indoor facilities as we have decided to only use our practice fields outdoors to be safer as we have followed NFHS and MHSAA



guidelines and best practices. Restrooms are available for use but we make sure to spray disinfectant spray before and after gatherings. UPrep disinfectant practices are the same for the use of football equipment. In the event we are able to open up more activities we will remain diligent to disinfect all equipment and facilities.

- 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.
- Inter-school competitions will be prepared and conducted in accordance with the guidelines from MHSAA and NFHS given we are able to host competitions this year. We plan to begin making strategic purchases once we have a more definite decision released by MHSAA. If we have to make a call on the district level due to local restrictions we will at the minimum have proper postings for health and safety guidelines to demand face coverings and social/physical distancing of spectators and all associated in the operation of competitions such security guards, game workers, vendors, media and others.

### **Athletic Transportation**

Busing for the UPrep network will also be in compliance with the guidelines passed down from governing organizations but we will also have it written as an addition to our contracts with transportation companies. Currently, we are vetting our new busing vendors and inquiring about their COVID-19 prevention and precautionary measures. We will make our vendors aware of the Governor’s Safe Start Roadmap guidelines as it pertains to student transportation. Additionally, the following precautions will be taken:

- Require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff and all students (K-12), if medically feasible, must wear facial coverings while on the bus.
- A plan will be created to address should students not be allowed to board a vehicle for transportation
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### **Spectators and Sporting Events**

- 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.
- Security guards will maintain social/physical distancing practices among spectators and all others in the facilities that we will host competitions. We will install wayfinding markers to guide spectators to keep 6 feet or more spacing from others



such as floor stickers, signage, etc. Event workers will also provide verbal reminders throughout the duration of competitions.

- Entrances and exits will be maintained by security guards who will enforce that passing will be granted to those that are in compliance with guidelines.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Each participant will have their personally owned water bottles and no shared water or other beverages will be provided as done so in the past years. Coaches and verbal reminders from game workers will be implemented.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
  - Game managers and referees will make sure that all coaches and players are in compliance with this rule.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- UPrep Athletics has implemented and will continue to mandate COVID-19 symptoms screenings for all sports practices and activities. Football has been the only sport to conduct group workouts/practices and each student athlete has a temperature check before and after practice to track and record. 6 feet distancing is implemented at all times to help prevent passing of germs, etc.
- 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

MHSAA will provide further guidance on competitions but regardless UPrep will always maintain social/physical distancing, capping the capacity to a specified number when further guidance is provided from MHSAA and NFHS. Our intentions are that parents and immediate school community members are of primary importance to be in attendance however, we will not jeopardize safety for the sake of ticket sales or any other non essential priorities.

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

<b>Social Emotional Learning</b>	<p>All students will engage in activities promoting social emotional health through experiential learning embedded within the advisory model, Crew, and reinforced by core academic instruction.</p> <p><b><u>SEL Platforms and Resources:</u></b></p> <ul style="list-style-type: none"> <li>● <a href="#">Class Catalyst</a></li> <li>● <a href="#">Nearpod</a></li> </ul>
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	<ul style="list-style-type: none"> <li>• Move the World</li> <li>• <a href="#">Aperture</a></li> <li>• Mood Check-ins (via Google Forms)</li> </ul> <p><b><u>Pacing Guide</u></b> Deans of Culture and College Counselors will create a 2020-2021 Pacing Guide and tracker for each grade level. The pacing guide will incorporate academic and mood check-ins, restorative circles, and interactive lessons based on CASEL core competencies.</p>
<b>Mental Health Screening</b>	Mental health screening in schools is a foundational element of a comprehensive approach to behavioral health prevention, early identification, and intervention. Early recognition and treatment of mental health challenges leads to better outcomes for students. Although University Prep Schools will not implement a mental health screening for all students by a trained mental health professional, we will utilize MTSS processes with the support of School Social Workers and Crew Advisory Check-Ins across the campuses to provide rapid targeted assistance and outside referral services to struggling students.
<b>Mental Health Liaison</b>	Building level School Social Workers will act as the mental health liaison to centralize mental health referrals, network with local public health agencies, community partners, and compile comprehensive lists of wellness resources available to both staff and students.
<b>Building Support Team</b>	<p>Each campus will develop a Building Support Team composed of deans, restorative practitioners, counselors, social workers, special education specialists, and lead educators. This team will leverage MDE resources for student and staff mental health/wellness support and be responsible for the following tasks:</p> <ul style="list-style-type: none"> <li>• Establish and communicate building-level protocols to all staff for identification and rapid referral of at-risk students.</li> <li>• Provide staff with timely, responsive, and ongoing training, tools, resources, and implementation support, focused on the following topics:             <ul style="list-style-type: none"> <li>○ Social-Emotional Learning</li> <li>○ Trauma-informed best practices</li> <li>○ Identification of students at-risk and proper referral protocols</li> <li>○ Self-Care</li> <li>○ Various Trauma and Burnout Prevention</li> <li>○ Supports for students who are homeless or in foster care</li> <li>○ Establish a comprehensive <a href="#">Crisis Management Manual</a> that leverages available internal and external/community based resources</li> <li>○ Provide resources for staff Self-Care, including resiliency strategies</li> </ul> </li> </ul>
<b>Professional Development</b>	All staff will engage in timely, responsive, and ongoing Professional

	Development with resource and implementation support. <a href="#">SEL PD Calendar 20-21</a>
<b>Wellness Resources and Communication</b>	<p>Counselors and Social Workers across the network will communicate with parents and guardians, via a variety of channels, return to school transition information including:</p> <ul style="list-style-type: none"> <li>• Destigmatization of COVID-19</li> <li>• Understanding normal behavioral response to crises</li> <li>• General best practices of talking through trauma with children</li> <li>• Positive self-care strategies that promote health and wellness</li> </ul>

## Phase 4 Instruction

### **Overall Description (*Remote and Hybrid Instruction Guidance*):**

University Prep Schools provides a culturally responsive educational experience for our scholars that builds academic competence, habits of work and scholarship, and self-actualization empowering them to successfully accomplish their post-secondary plans, as well as socially and civically engaged as change agents for themselves and their community.

We are committed to providing a learning environment where teaching and learning occur, that is flexible dependent upon the impact of COVID-19. This flexibility is described in the UPrep Teaching and Learning Framework 2020-2021 in alignment with the phases of the Governor's Michigan Safe Start Plan. The goal of the UPrep Reopening Plan is to ensure that every student starts the year exposed to grade-level instruction and high standards-aligned instructional materials in every subject. Our expectation is that every child has access to grade-level standards and an equitable education.

The academic plan was created with input from a cross section of stakeholders - Central Management employees, school administrators, teachers and parents. Feedback was provided via virtual meetings, virtual town halls and Google surveys. The district's remote learning plan may be further revised based on feedback from stakeholders. UPrep Schools will be diligent in remaining connected with MDE about policies and guidance.

**Note: The Superintendent shall have the authority to shift between Phase IV Plan A and B as conditions dictate during the 20-21 School year.**

<b>Michigan Safe Start Plan Phases</b>	<p><b>Phase 4</b></p> <p>Improving</p>
<b>U Prep Schools Teaching &amp; Learning Phases</b>	<p><b>Blended Learning</b></p> <p>In Phase 4 of the Governor's Michigan Safe Start Plan, <b>instruction will start 100% virtual for all students for the first quarter, tentatively ending on October 30th. Two separate plans will be detailed</b></p>

	<p>below: One for 100% mandatory virtual and another for our blended/voluntary virtual academy.</p> <p>instruction occurs in a <b>blended learning</b> format in U Prep Schools. Students will also have the ability to choose a 100% virtual academy.</p>
<p><b>U Prep Schools Teaching &amp; Learning Phrase Description</b></p>	<p><b>Plan A:</b>  <b>VIRTUAL INSTRUCTION</b> will occur daily in a synchronous, distance learning environment featuring U Prep teachers engaged directly with students via the learning platform, delivering quality U Prep curricula and programs. Asynchronous work will be assigned to students in the form of pre-work and/or homework. All students attend school via virtual learning on every school day.</p> <p><b>Plan B:</b>  <b>Parents will be given two options:</b>  <b>Either a blended learning model or the UPREP Schools 100% Virtual Academy</b>  <b>Blended instruction</b> occurs as students share learning time across a partial in-person and partial virtual learning environment featuring U Prep teachers engaged with students in synchronous and asynchronous instruction, delivering quality U Prep curricula and programs. Teams will be working over the summer months to develop specific information. <b>Virtual instruction</b> will be delivered daily via the Swivl platform, allowing students to log in and watch lessons live and review them later.</p>
<p><b>Scenario Details</b></p>	
<p><b>Plan A:</b>  <b>100% VIRTUAL, DISTANCE LEARNING</b>          K-5 students participate in virtual learning Monday-Thursday 9:00 AM-3:00 PM (via ZOOM platform)          6-12 students participate in virtual learning Monday-Thursday 9:00 AM -3:00 PM (via ZOOM platform)          Friday: Subject based student conferencing and small group support hours 9:00 AM -3:00 PM</p>	

Schoology will be the primary learning management system that will be used to deliver instruction, provide feedback and monitor engagement.

**Plan B:**

**Parents will be given two options: Either a blended learning model or the UPREP Schools 100% Virtual Academy**

**Blended Learning:**

All students report to school 2 full days a week (e.g., Monday/Tuesday or Wednesday/ Thursday). 50% of the students will be engaged in coursework in the physical space while all others will engage remotely in real-time (via [swivl](#)\* platform)

Teachers report to buildings for in-person and remote learning days. Learning Specialists will hold small group sessions throughout the day with students consistent with the requirements of their IEP. **Plan B will follow normal school hours.**

K-12 students **Group A** attend traditional school on Monday and Tuesday; Wednesday and Thursday virtually (via [swivl](#)\* platform)

K-12 students **Group B** attend traditional school Wednesday and Thursday; Monday and Tuesday virtually (via [swivl](#)\* platform)

Friday: Subject based student conferencing and small group support hours. Teachers, Learning Specialists, and support staff work remotely to support students while buildings undergo a deep cleaning.

\*The Swivl program allows educators to offer both synchronous and asynchronous instruction. Students will be expected to tune in live during the teacher's lesson but will also be able to view the lesson on their own due to Swivl's ability to record lessons. Lessons will be posted on the teacher's Schoology page.

**Instructional Minutes Recommendations**

**Plan A K-5 | 270 Total Minutes (Daily)**

Monday	Tuesday	Wednesday	Thursday	Friday
Crew (30 min) ELA (60 min) Math (60 min) Social Studies (60 min) Special (60 min) Lunch (45 min)	Crew (30 min) ELA (60 min) Math (60 min) Science (60 min) Special (60 min) Lunch (45 min)	Crew (30 min) ELA (60 min) Math (60 min) Social Studies (60 min) Special (60 min) Lunch (45 min)	Crew (30 min) ELA (60 min) Math (60 min) Science (60 min) Special (60 min) Lunch (45 min)	Subject-based Student Conferences and Mentor Check-ins

*Teacher will embed necessary breaks through instructional day.*

**Plan A Grades 6-12 | Block Scheduling | 330 Total Minutes (Daily)**

Monday	Tuesday	Wednesday	Thursday	Friday
Crew (30 min) Class 1 (100 min) Class 2 (100 min) Class 3 (100 min)	Crew (30 min) Class 4 (100 min) Class 5 (100 min) Class 6 (100 min)	Crew (30 min) Class 1 (100 min) Class 2 (100 min) Class 3 (100 min)	Crew (30 min) Class 4 (100 min) Class 5 (100 min) Class 6 (100 min)	Subject-based Student Conferences and Mentor Check-ins

*Each class will be 100 total minutes. Students will engage in 50 minutes of synchronous learning and 50 minutes of asynchronous learning*

### Academic Context

#### Crew

Crew is a regularly scheduled period of time leveraged to promote, build, and sustain interdependent relationships that foster character development, social emotional learning and academic success through systems that promote accountability and consistency. Schools will implement Crew Monday-Thursday through the 2021 academic school year.

#### Curricula

K-5: EL Education, Eureka Math, Phenomenal Science, and Michigan Citizen Collaborative Curriculum (MC3).

6-8: EL Education, Eureka Math, Stemscope, America Modeling and Teachers Association (AMTA), Michigan Citizen Collaborative Curriculum (MC3), and Debating U.S History & New Visions for Public Schools.

9-12: EL Education, Eureka Math, America Modeling and Teachers Association (AMTA), Debating U.S History & New Visions for Public Schools, Michigan Citizen Collaborative Curriculum (MC3), and World History for Us All.

#### Pacing Guide

Directors of Curriculum and Instruction will create a 2020-2021 Pacing Guide and tracker for each grade level and/or subject area. The pacing guide will incorporate 4 daily lessons a week, all assessment windows, flex days, and early release days.

#### Planning

K-12 will use the Effective Planning Practices Guide to internalize modules/units, test drive key assessments, and annotate daily lesson plans prior to delivery of instruction.

#### Accelerate Learning

Teachers and instructional leaders will reference the [Achieve the Core 20-21 Priority Instructional Content](#) to identify the standards from the prior grade level that needs to be introduced in order to better prepare students for grade level content.

During School Director (Principal) and Data Meetings, the Curriculum and Instruction Team will support conduct checkpoints around curriculum and instruction, student progress with a particular focus on our students that are in need of additional academic support. Supports will be scaffolded and will be differentiated to meet our student's diverse social-emotional and academic needs.

Schools will use the districts MTSS/Tiered Intervention guidelines to report and support at-risk students.

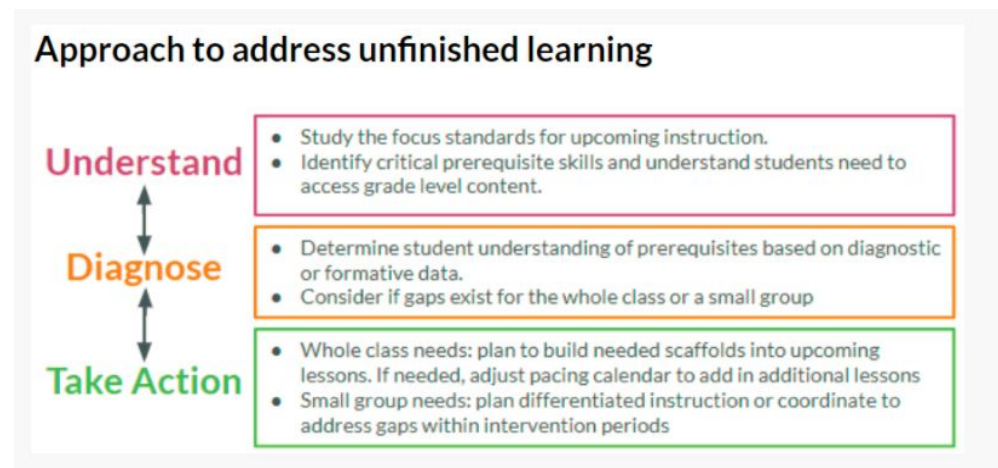
### Expectations

Uprep Schools will:

- 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.
- Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
- 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.

### Diagnostic

To ensure that there is an intentional use of real time data to identify key pivots in instruction a pre and post diagnostic assessment will need to be administered prior to the delivery of a new module assessment.



### Interim Assessments

K-8 will use Achievement Network (ANet) platform for quarterly assessments. **Social Studies and Science will use Illuminate DnA for interim assessments.** Dates TBD

9-12 will use both the Mid and End Module Assessment as guidance coupled with Eureka Math to develop a quarterly assessment. **Platform TBD. The platform for 9-12 will be Illuminate DnA for all subject areas.**

### Supports for Students with Disabilities

The Student Development Team will implement and execute IEPs and 504 plans through online delivery of identified interventions and support systems. IEP goals/objectives will be aligned to the general standards and supplemental instruction will be provided to support the general education curriculum. IEP Teams will review all IEPs to ensure that all programming and ancillary services are provided. These services may include occupational, physical, and/or speech and language therapy. IEPs and 504 Plans may need



amending to ensure that students' needs are addressed in the current learning environment. General and special education teachers will collaborate on delivery methods for assessments and instruction outlined in student IEPs and convene IEP meetings to make needed revisions based on assessment data and parent feedback.

**Professional Development**

School Leaders will attend Leadership Conference (8/10-8/15) and bi-weekly School Director (Principal) meetings throughout the academic school year. Staff will attend Summer Institute (8/24-8/29), weekly Professional Learning Community meetings, Early Release Wednesday (monthly) district, school based, or external professional development, Instructional Coaches Institute (bi-weekly).

Teacher PD topics include but are not limited to:

- Introduction to Social Emotional Learning
- Special Education: Supporting Students with Disabilities 2020-2021
- Schoology and other digital school resources that will be implemented
- Remote Instruction Essentials including best practices that promote student engagement, consistency and differentiation
- Restorative Practices and Culturally Responsive Education Practices
- Project-Based Learning
- 2020-2021 Remote/Blended ELA Overview
- 2020-2021 Remote/Blended Math Overview
- 2020-2021 Remote/Blended Science Overview

Teachers will also participate in training on how to identify students who did not engage in remote learning and develop a plan to provide additional support, if needed. They will also 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
- Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.

**Communication with stakeholders**

A communication plan has been developed and implemented that will inform stakeholders of the following things:

- Expectations around the duration of the closure and reopening
- Expectations around their child's return to school
- Clear information about schedules and configurations and modes of assessment
- Decisions about grade level proficiencies, modes of assessment and feedback, daily instructional time and estimated workload.
- Supports for families to use at home
- Training on accessing and using the school's digital systems and tools

**Monitoring**



Attendance will be monitored via PowerSchool and district developed tracking documents. Teachers are expected to provide feedback on student work in both the Schoology platform as well as in person.. The IT team will monitor connectivity and access via the processes outlined in their technology plan.

**Postsecondary Transitions**

In close collaboration with our high school directors and counselors, we will be working diligently to secure support for students who are transitioning to postsecondary. These supports include:

- Determine what resources should be shared with the Class of '21 and Class of '22 students and families
- Planning for fall administration of SAT and ensuring that counseling staff are communicating regularly with seniors
- Providing resources, information, and training to parents and students. This will include a wide continuum of topics such as FAFSA completion, college application preparation, stackable certifications, etc.
- Creating measures/processes to identify students who may need additional support

**Phase 4 Operations****Student Technology Needs:**

Students will be at a 1:1 (Chromebook with protective carrying case) ratio with access to reliable technology to utilize the Schoology and Swivl platform. Students with IEPs should receive chromebooks with built in extensions to support IEP accommodations and modifications. Students and families will need an orientation on how to use both platforms. Multiple surveys were sent out to assess the accessibility and preparedness of our families for the 2020-2021 school year. Students will be assigned a chromebook, charger and work-in carrying case by their Crew teacher. This will be their Chromebook to complete all course work on campus and in the event of a school closure, students will take the chromebook home with them. Should an extended school closure occur, the curriculum and processes will revert to those in phases 1-3. Any learned experiences from a new closure will be amended to the network's Remote Learning Plan.

**District Technology Plan**

A district technology plan has been created that addresses the following items:

- Guidance for schools on how Chromebooks will be tracked, distributed, repaired & replenished - including screen, keyboard or battery replacement
- Guidance for schools on how many Chromebooks will be available in the classroom and the protocols around access.
- Sanitation Protocols for district devices
- Evaluation of current connectivity infrastructure
- Monitoring of device connectivity and access
- Providing parents with virtual information sessions to help parents prepare for remote learning and setting up for success
- Information on the numbers, types and conditions of school owned devices

- The use of Sys-Aid to track inventory of technology and Google Admin to connect to Chromebooks remotely.
  - Review of tracking and inventory results to monitor efficiency and effectiveness
- The identification of technology leaders/liaisons for each campus
- Communication on procedures for return and inventory of school owned devices. These procedures include:
  - Safely bagging devices collected at schools
  - Transporting devices to a centralized location
  - Sanitizing the devices prior to repair or evaluation
  - Conducting maintenance routines to remove malware and fix standard issues
- Centralization of any online documents that were created, published or distributed by teachers during a closure period
  - Schoology and Google Drive will house these items
- Process for providing feedback on the remote learning plan based on lessons learned
  - Chronic issues (will be used to develop a Technology Maintenance Plan)
  - Etc
- Continuation of infrastructure evaluations until all issues are resolved

## Documentation

[Technology needs assessment](#)

[Parent Liability](#)

[Acceptable Use Policy](#)

***\*Note: University Prep Schools will not ask parents to support in addressing technology issues with other parents.***

## Remote Access:

List of options:

- Chromebooks LTE/Wifi (built-in)
- Comcast Essentials
- Drive-up Wifi (UPREP extension of schools network to parking lots)
- Wayne State - Parking Lot 55 (free Wifi)
- Libraries Wifi
- 567 Free Wifi Spots in Detroit-<https://www.wifimap.io/3015-detroit-free-wifi>

## Instructional Technology Needs:

Instructional staff will use a learning management system - Schoology. They will also have materials necessary for [swivl](#) (robot, microphone, pro-team, floor stand, mini lens). Lastly, they will have chromebooks to be able to effectively use Schoology.

## Remote Support:

The Help Desk will be optimized for both families and instructional staff to use from 8:30 am - 3:30 pm each day.

UPREP Schools will also provide a call-in option as well for families and instructional staff for real-time support. Times to be determined. The Detroit 90/90 IT team will support schools and stakeholders with technology needs. The technology liaison is as follows:

**Orlando Gloster:** Orlando.Gloster@uprepschools.com

### **Facilities**

University Prep Schools will conduct an audit of existing cleaning materials and disinfection supplies and will coordinate with a Local Emergency Management Program for support around procurement of additional supplies and advocate for ISDs to coordinate with LEMPs. University Prep Schools will also alert school-based custodial staff of any changes in recommended cleaning guidelines as issued by OSHA and/or the CDC. Custodial staff will be trained on best practices during this pandemic.

The facilities team, in conjunction with the Emergency Crisis Team, will audit all school buildings for the following:

- How many classrooms are available
- The size of each classroom
- Buildings and classrooms will be cleaned nightly based on the CDC School Decision Tree on cleaning and disinfection protocols.
- Additional spaces that are available
- Ventilation
  - HVAC
  - Ensuring that Air Filters / Air Purification are changed regularly
- Security protocols
  - School security staff will follow CDC guidelines if interacting with the general public
- Hygiene signage about frequent handwashing, cough etiquette, and nose blowing.
- Maintain facilities for in-person school operations
- Continued cleaning of schools over the summer
- Ensuring that each classroom and office has wastebaskets, tissues and CDC-approved soap

The facilities team and school leaders will conduct and document a facility walk-through to ensure that classrooms, common spaces and exterior are ready for staff and students. Additionally, they will procure level-1 surgical masks and gloves for cleaning and janitorial staff.

### **Budget, Food Services, Enrollment, Staffing**

#### **UPrep Recruiting Process during COVID-19 Pandemic**

1. Assistant Director of Talent (ADT) reviews applications.
2. ADT conducts Phone Screening, Email Communication, or Virtual Meetings.

- a. Candidate assignment priorities:
  - i. Priority 1 – Partnership Agreement School
  - ii. Priority 2 – Positions vacant from previous School Year
  - iii. Priority 3 – Schools understaffed by greater than 15%
  - iv. Priority 4 – Multiple Openings at a single School for the same subject.
  - v. Priority 5 – New Positions
3. School Director (SD) conducts technical Interview via “ZOOM”
  - b. If the Technical Interview is inconclusive, a sample “sample teach” will be required from the candidate.
  - c. The SD will send the candidate the expectations for this demo lesson.
4. The School Hiring Team checks the candidate’s references.
5. If School Hiring Team approves of the candidate, they will inform the ADT and they will send the candidate an offer letter
6. If a School Hiring Team does not wish to proceed to hire this candidate, they may recommend that candidate to another School Hiring team for evaluation.
7. If the candidate is rejected the ADT will send them a “Thank You” letter.

### **Staff / Students Return**

Detroit 90/90 Human Resources and the Director of School Quality will do outreach via surveys, phone calls and emails to staff and students to identify who is planning on coming back and who is planning on pursuing a virtual option (i.e. those who are 65 years or have an underlying medical condition and decide not to return). A staffing and student scheduling plan will be created as information is available. The staffing plan will focus on:

- Assessing the need for new or additional positions with a focus on student and staff wellness, technology support and other COVID related needs
- Redeployment of underutilized staff to serve core needs
- Providing guidance to school leaders on recruiting, interviewing and hiring staff remotely (see above procedure)
- Inventory the amount of substitute teachers available
- Communication of changes to various stakeholders (UPrep Schools does not have a bargaining unit to communicate changes to)
- School Operations Managers responsibility for creating master schedules (teaching schedules, student/faculty arrival/dismissal schedules, lunch schedules with safety protocols in mind)
- Guidance on the use of CARES Act funds for key purchases
- Working with new staff to train them on any new operational changes

Additionally, Detroit 90/90 will support schools in assessing student arrival protocols and 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 updating their care plans as needed to decrease their risk for exposure to COVID-19.

- Assessment of arrival and departure protocols pertains to how students, staff and parents arrive and depart from school.
- Detroit 90/90 will also engage in a budgeting exercise to help plan for changing enrollment

patterns, new staffing needs, and resource constraints or additional dollars.

Additionally, UPrep School schools will create a process for students, families and staff 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 and work assignments.

#### **Phases 4 Food Services for the 2020-2021 School Year**

Food services will return at each school. Food services will return at each school. Students will either eat lunch in their classrooms with disposable utensils or cafeteria times will be staggered to allow for 6ft social distancing between students. Food service staff will ensure any necessary food handling changes are implemented based on local health guidance. Food services staff will use barrier protection, gloves, face shields and surgical masks. Students, teachers, and cafeteria staff will wash hands before and after every meal.

#### **Additional Actions**

Uprep schools will ensure that it reaches out to service providers and partners to identify and address new student and adult needs. We will ensure that staff, parents and students have access to our handbook, either digitally or in print, and we will consult legal counsel to preemptively address any liability questions and concerns stakeholders may have.

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

#### **Phase 5 Safety Protocols**

***During Phase 5, UPREP Schools will be offering full-time in-person instruction as well as providing parents and students with the opportunity to enroll in our 100% Virtual Academy. Students who attend the Virtual Academy will use the Swivl program and Schoology to attend classes online. Unlike Phase 4, classes will take place Monday through Friday.***

The District will follow CDC/State of Michigan guidance that could include temporary building closures. UPREP Schools will cooperate with the local health department regarding implementing protocols for screening students.

Teachers, students and school/district leaders will abide by the following protocols:

#### **PPE**

- Masks / face coverings must always be worn by staff and teachers (except during meals). Three cloth masks will be provided to all staff and students at the beginning of the school year. Face shields or plexiglass barriers will be provided to specialized staff groups which may include special education teachers as needed. A limited supply of backup masks will be ordered, but it is expected that visitors should provide their own masks. Homemade facial coverings must be washed daily and disposable facial covering must be disposed of at the end of each day. UPrep Schools will wash student face coverings at the schools daily. UPREP Schools does not have a PreK program or child care program.
  - Any staff or student who is incapacitated or unable to remove the facial covering without assistance must not wear one.
  - Students or staff who have a medical condition prohibiting them from wearing a mask or facial covering must provide a doctor's note.
- Hand sanitizer that contains at least 60% alcohol will be supplied to each classroom, the front desk, and at the entrance of each building (sanitizing stations)
- Students are **highly** encourages to wear masks / facial coverings at all times but they are only required in hallways and common areas (front lobbies of buildings, etc)

### Building cleaning protocols

- While Custodial Staff will disinfect the door handles, light switches and desks throughout the day, Faculty are encouraged to supplement with supplied disinfectant.
  - Benches and bathrooms must undergo cleaning every 4 hours with either EPA-approved disinfectant or diluted bleach solution.
- Buildings and classrooms will be cleaned nightly
- Building will be deep cleaned on each weekend.
- Frequently touched surfaces will be cleaned every four hours with either an EPA-approved disinfectant or diluted bleach solution. Custodial staff will regularly check and replenish hand sanitizers and hand soap in bathrooms.
- Student desks will be wiped down with an EPA approved disinfectant or diluted bleach solution after each class period.
- Playground structures will undergo normal routine cleaning procedures
- Staff will use masks, face shields and gloves when performing all cleaning activities.
- Hands on classrooms (art/music) will go through a similar cleaning to that mentioned above.
  - UPrep Schools does not have a library or computer lab within the school
- Adequate supplies of (e.g. soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper hand-washing techniques) will be implemented to support healthy hygiene behaviors.
- Instruction will be provided to staff and students reinforcing proper hand-washing routines that includes use of soap and water for 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Instruction will also be provided on how to cough and sneeze into their elbows, or to cover with a tissue including proper dispensing of used tissues.

- 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 masks, and face shield when performing all cleaning activities.

### **Phases 5 Food Services, Gatherings and Extra Curricular Activities for the 2020-2021 School Year**

Food services will return at each school. Food services will return at each school. Students will either eat lunch in their classrooms with disposable utensils or cafeteria times will be staggered to allow for 6ft social distancing between students. Food service staff will ensure any necessary food handling changes are implemented based on local health guidance. Food services staff will use barrier protection, gloves, face shields and surgical masks. Students, teachers, and cafeteria staff will wash hands before and after every meal.

All students, staff and drivers will wear facemasks or facial coverings while on the bus and at any remote location. Social distance must be maintained at all times while on the bus and while at the remote location.

Any and all future gatherings are subject to executive orders that set caps on congregation of people.

### **Child Care**

- University Prep Schools will **not** be providing child care during this time.

### **Transportation**

- University Prep Schools do not offer transportation for students. Athletics transportation protocols are listed below.

### **Health Screening for all stakeholders**

- Each morning staff and students will be screened for fever and symptoms prior to entry and those who are experiencing symptoms may be directed to the isolation area where an administrator, or designee, can confirm with further assessment. **Elementary school students** will be screened in their vehicles before entering the building.
  - All persons entering the schools will have their temperature checked at the front desk. (If it is 100 degrees or higher that person will be sent home)
  - All persons will be required to sanitize their hands upon entering the building.
  - The same screening protocol will be used as mentioned below for staff and students



- If a staff member becomes ill during the day, they will be sent home immediately and will not be able to return to work until they submit a negative test for COVID-19. More details below for staff.
- If a student becomes ill during the day, they will be isolated and the parent or guardian will be contacted and the student sent home and will not be able to return to school until they submit a negative test for COVID-19. More details below for students.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the school.

### **Health Screening Students**

- Anyone that displays any symptoms of the Corona Virus Illness is expected to remain at home. The school will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- All students will be required to submit an electronic health screening daily before they come to school (QR code will be on each entryway)
- Anyone that has tested positive for the CoronaVirus or that has knowingly come in contact with someone that has tested positive for CoronaVirus will not be allowed on school grounds until they submit a negative test report within 14 days of the day of (re)entry. Parents will need to sign a health waiver that states students cannot return until they have a negative test.
- Any student members that begin to display COVID like symptoms at school will be sent home immediately. A designated quarantine area will be identified at each school for students who display symptoms during the school day. Students will be required to go to off-site testing.
  - Students who develop a fever or become ill with COVID-19 symptoms at school should 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 should wear a mask and be transported for off-site testing.
  - Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required
- Those who spent close contact with a positive student member will be notified. Students and staff will be closely monitored for COVID like symptoms.
- Through our communication plan, parents will be informed of how to identify their child as high-risk for severe illness due to COVID-19.



- The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case 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.
- Classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

### **Health Screening Staff**

- Anyone that displays any symptoms of the Corona Virus Illness is expected to remain at home including staff who have a temperature of 100.4 degrees or higher and/or exhibit any respiratory or gastrointestinal symptoms.
- All Staff will be required to submit an electronic health screening daily before they come to work (QR code will be on each entryway)
- Anyone that has tested positive for the CoronaVirus or that has knowingly come in contact with someone that has tested positive for CoronaVirus will not be allowed on school grounds until they submit a negative test report within 14 days of the day of (re)entry. Parents will need to sign a health waiver that states students cannot return until they have a negative test.
- The District will follow CDC/State of Michigan guidance that could include temporary building closures. UPREP Schools will cooperate with the local health department regarding implementing protocols for screening staff.
- Any staff members that begin to display COVID like symptoms at work will be sent home immediately. Staff will be required to go to off-site testing.
- Those who spent close contact with a positive staff member will be notified. Students and staff will be closely monitored for COVID like symptoms.
- The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case 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.
- Classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles as possible.
- N95 masks will not be required by UPREP schools for students.

### **Hygiene Best Practices**

University Prep Schools will educate staff and students on the following best practices:

- How to cough and sneeze in their elbows or to cover with tissue
- Teaching and reinforcing handwashing with soap and water for at least 20 seconds
- Refilling soap and hand sanitizer
- Limit of sharing personal items and supplies
- Limiting the use of classroom materials and disinfect between use or assign supplies to individual students
- Technology protocols as outlined in the District Technology Plan
- Keeping students personal items separate from each other and/or in individually labeled cubbies, containers or lockers
- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours
- Students should wash their hands or use hand sanitizer after changing any classroom
- Teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room

## **Spacing and Movement**

Building and classroom configuration will be as follows:

- All classrooms, as feasible, will have seating/desks adjusted to allow for a six-foot distance facing the same direction
  - If a table is used, students will be spaced as far apart as feasible.
  - Class sized will be kept to the level afforded by necessary spacing decisions
- Barriers will be installed at the front desks, clinics and teacher desks.
- Classroom and office doors will always remain closed
- Stairwells will be set up as one-way
- UPREP Schools will ensure that there is increased ventilation and filtration to circulate the air inside buildings
- There will be a staggered class arrival and dismissal time to limit the amount of students congregating in hallways and common areas.
- No unscheduled visitors will be admitted
  - All scheduled visitors will be required to wear a face mask and abide by the process laid out under “Health Screening Staff”
  - Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
  - Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building
  - Social distancing floor/seating markers will be placed in waiting/reception areas
- Elementary School students will remain in their classroom during dismissal until their parent/guardian has arrived.

- Markings and signage will be positioned in each building to remind students and staff about appropriate social distancing, wearing masks, washing hands.
- Markings will remain on floors and walls to ensure that staff and students are six feet apart when entering the building.
- Teachers will maintain six feet of spacing between themselves and students as much as is possible/feasible. signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques. Social distancing floor/seating markings will be provided in waiting and reception areas.

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

University Prep Schools will cooperate with the local public health department if a confirmed case of COVID-19 is identified. University Prep Schools will do its best to collect contact information of any close contacts of the affected individual from two days before he or she showed symptoms to the time they were last present at school.

- The local health department, staff and students will be notified of any possible cases of COVID-19 while remaining in compliance with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - University Prep Schools will provide staff with guidance on confidentiality laws during August professional development.
- Cleaning staff will wear masks, gloves and a face shield when performing cleaning of possible infected areas.

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 should 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. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

### **Extracurricular activities**

- Indoor assemblies and extracurricular activities will be prohibited

### **Athletics**

The following guidelines are in compliance with the guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

- UPrep Athletics will be able to further implement a more comprehensive plan when the MHSAA releases the Fall athletics plan on or by July 29th. MHSAA has a pending date of July 29th to update all districts and notify them of the official plan to start the Fall of 2020 in regards to athletics competitions and logistics.
  - Indoor spectator events are limited to 50 people and large scale outdoor spectator events are limited to 250 people.
- UPrep Athletics has implemented and will continue to mandate COVID-19 symptoms screenings for all outdoor sports practices. Football has been the only sport to conduct group workouts/practice and each student athlete has a temperature check before and after practice to track and record.
  - Students, teachers, and staff must use proper hand hygiene techniques before, and during every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- UPrep athletic staff wash their hands, have hand sanitizer ready for participants and coaches use during all gatherings from July 1 until further notice. Staff are also required to take their temperature with a non-contact thermometer same as the student-athletes.
- All equipment must be disinfected before and after use.
- Currently, UPrep has limited use of indoor facilities as we have decided to only use our practice fields outdoors to be safer as we have followed NFHS and MHSAA guidelines and best practices. Restrooms are available for use but we make sure to spray disinfectant spray before and after gatherings. UPrep disinfectant practices are the same for the use of football equipment. In the event we are able to open up more activities we will remain diligent to disinfect all equipment and facilities.
- 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.
- Inter-school competitions will be prepared and conducted in accordance with the guidelines from MHSAA and NFHS given we are able to host competitions this year. We plan to begin making strategic purchases once we have a more definite decision released by MHSAA. If we have to make a call on the district level due to local restrictions we will at the minimum have proper postings for health and safety guidelines to demand face coverings and social/physical distancing of spectators and all associated in the operation of competitions such security guards, game workers, vendors, media and others.

### **Athletic Transportation**

Busing for the UPrep network will also be in compliance with the guidelines passed down from governing organizations but we will also have it written as an addition to our contracts with transportation companies. Currently, we are vetting our new busing vendors and inquiring about their COVID-19 prevention and precautionary measures. We will make our vendors aware of the Governor's Safe Start Roadmap guidelines as it pertains to student transportation. Additionally, the following precautions will be taken:

- Require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff and all students (K-12), if medically feasible, must wear facial coverings while on the bus.
- A plan will be created to address should students not be allowed to board a vehicle for transportation
- Working with transportation companies to ensure that buses are cleaned regularly

#### **Spectators and Sporting Events**

- 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.
- Security guards will maintain social/physical distancing practices among spectators and all others in the facilities that we will host competitions. We will install wayfinding markers to guide spectators to keep 6 feet or more spacing from others such as floor stickers, signage, etc. Event workers will also provide verbal reminders throughout the duration of competitions.
- Entrances and exits will be maintained by security guards who will enforce that passing will be granted to those that are in compliance with guidelines.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Each participant will have their personally owned water bottles and no shared water or other beverages will be provided as done so in the past years. Coaches and verbal reminders from game workers will be implemented.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
  - Game managers and referees will make sure that all coaches and players are in compliance with this rule.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- UPrep Athletics has implemented and will continue to mandate COVID-19 symptoms screenings for all sports practices and activities. Football has been the only sport to conduct group workouts/practices and each student athlete has a

temperature check before and after practice to track and record. 6 feet distancing is implemented at all times to help prevent passing of germs, etc.

- 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

MHSAA will provide further guidance on competitions but regardless UPrep will always maintain social/physical distancing, capping the capacity to a specified number when further guidance is provided from MHSAA and NFHS. Our intentions are that parents and immediate school community members are of primary importance to be in attendance however, we will not jeopardize safety for the sake of ticket sales or any other non essential priorities.

### Phase 5 Mental & Social-Emotional Health

<b>Social Emotional Learning</b>	<p>All students will engage in activities promoting social emotional health through experiential learning, embedded within the advisory model, Crew, and reinforced by core academic instruction.</p> <p><b><u>SEL Platforms and Resources:</u></b></p> <ul style="list-style-type: none"> <li>• <a href="#">Class Catalyst</a></li> <li>• <a href="#">Nearpod</a></li> <li>• Move the World</li> <li>• <a href="#">Aperture</a></li> <li>• Mood Check-ins (via Google Forms)</li> </ul> <p><b><u>Pacing Guide</u></b></p> <p>Deans of Culture and College Counselors will create a 2020-2021 Pacing Guide and tracker for each grade level. The pacing guide will incorporate academic and mood check-ins, restorative circles, and interactive lessons based on CASEL core competencies.</p>
<b>Mental Health Screening</b>	<p>Mental health screening in schools is a foundational element of a comprehensive approach to behavioral health prevention, early identification, and intervention. Early recognition and treatment of mental health challenges leads to better outcomes for students. Although University Prep Schools will not implement a mental health screening for all students by a trained mental health professional, we will utilize MTSS processes with the support of School Social Workers and Crew Advisory Check-Ins across the campuses to provide rapid targeted assistance and outside referral services to struggling students.</p>
<b>Mental Health Liaison</b>	<p>Building level School Social Workers will act as the mental health liaison to centralize mental health referrals, network with local public health agencies, community partners, and compile comprehensive lists of wellness resources</p>

	available to both staff and students.
<b>Building Support Team</b>	<p>Each campus will develop a Building Support Team composed of deans, restorative practitioners, counselors, social workers, special education specialists, and lead educators. This team will leverage MDE resources for student and staff mental health/wellness support and be responsible for the following tasks:</p> <ul style="list-style-type: none"> <li>• Establish and communicate building-level protocols to all staff for identification and rapid referral of at-risk students.</li> <li>• Provide staff with timely, responsive, and ongoing training, tools, resources, and implementation support, focused on the following topics:               <ul style="list-style-type: none"> <li>○ Social-Emotional Learning</li> <li>○ Trauma-informed best practices</li> <li>○ Identification of students at-risk and proper referral protocols</li> <li>○ Self-Care</li> <li>○ Various Trauma and Burnout Prevention</li> <li>○ Supports for students who are homeless or in foster care</li> <li>○ Establish a comprehensive <a href="#">Crisis Management Manual</a> that leverages available internal and external/community based resources</li> <li>○ Provide resources for staff Self-Care, including resiliency strategies</li> </ul> </li> </ul>
<b>Professional Development</b>	All staff will engage in timely, responsive, and ongoing Professional Development with resource and implementation support. <a href="#">SEL PD Calendar 20-21</a>
<b>Wellness Resources and Communication</b>	<p>Counselors and Social Workers across the network will communicate with parents and guardians, via a variety of channels, return to school transition information including:</p> <ul style="list-style-type: none"> <li>• Destigmatization of COVID-19</li> <li>• Understanding normal behavioral response to crises</li> <li>• General best practices of talking through trauma with children</li> <li>• Positive self-care strategies that promote health and wellness</li> </ul>

## Phase 5 Instruction

### Overall Description:

University Prep Schools provides a culturally responsive educational experience for our scholars that builds academic competence, habits of work and scholarship, and self-actualization empowering them to successfully accomplish their post-secondary plans, as well as socially and civically engaged as change agents for themselves and their community.



We are committed to providing a learning environment where teaching and learning occur, that is flexible dependent upon the impact of COVID-19. This flexibility is described in the UPrep Teaching and Learning Framework 2020-2021 in alignment with the phases of the Governor's Michigan Safe Start Plan. The goal of the UPrep Reopening Plan is to ensure that every student starts the year exposed to grade-level instruction and high standards-aligned instructional materials in every subject. Our expectation is that every child has access to grade-level standards and an equitable education.

The academic plan was created with input from a cross section of stakeholders - Central Management employees, school administrators, teachers and parents. Feedback was provided via virtual meetings, virtual town halls and Google surveys. The district's remote learning plan may be further revised based on feedback from stakeholders. UPrep Schools will be diligent in remaining connected with MDE about policies and guidance..

Michigan Safe Start Plan Phases	Phase 5 Containing
U Prep Schools Teaching & Learning Phases	<b>In-Person Instruction</b>  In Phase 5, U Prep Schools reconvenes <b>full in-person</b> operations with students attending a face-to-face, at-school learning environment each day
U Prep Schools Teaching & Learning Phase Description	<b>Full in-person</b> operations are reconvened with a full virtual learning environment also available for all students throughout the 2020-21 school year.

### Scenario Details

#### 100% Virtual, Distance Learning

Instructional staff will report to their respective buildings to support remote learning for students in K-12. This will allow for teachers to access adequate bandwidth and other devices to support the implementation of remote learning for students.

Students will engage in synchronous learning with asynchronous support via certified teachers in the subject matter.

Students will follow their normal school schedule virtually.

#### 100% Traditional, in-seat Learning

K-5 students attend traditional school Monday-Friday 8:30 AM-3:00 PM 6-12 students attend traditional school Monday-Friday 9:00 AM -3:30 PM



**Monitoring**

Attendance will be monitored via PowerSchool and district developed tracking documents. Teachers are expected to provide feedback on student work in both the Schoology platform as well as in person.. The IT team will monitor connectivity and access via the processes outlined in their technology plan.

**Phase 5 Operations****Student Technology Needs:**

Students will be at a 1:1 (Chromebook with protective carrying case) ratio with access to reliable technology to utilize the Schoology and Swivl platform. Students with IEPs should receive chromebooks with built in extensions to support IEP accommodations and modifications. Students and families will need an orientation on how to use both platforms. Multiple surveys were sent out to assess the accessibility and preparedness of our families for the 2020-2021 school year. Students will be assigned a chromebook, charger and work-in carrying case by their Crew teacher. This will be their Chromebook to complete all course work on campus and in the event of a school closure, students will take the chromebook home with them. Should an extended school closure occur, the curriculum and processes will revert to those in phases 1-3. Any learned experiences from a new closure will be amended to the network's Remote Learning Plan. Students who choose the 100% virtual option will have scheduled pickup time for a Chromebook.

**District Technology Plan**

A district technology plan has been created that addresses the following items:

- Guidance for schools on how Chromebooks will be tracked, distributed, repaired & replenished - including screen, keyboard or battery replacement
- Guidance for schools on how many Chromebooks will be available in the classroom and the protocols around access.
- Sanitation Protocols for district devices
- Evaluation of current connectivity infrastructure
- Monitoring of device connectivity and access
- Providing parents with virtual information sessions to help parents prepare for remote learning and setting up for success
- Information on the numbers, types and conditions of school owned devices
- The use of Sys-Aid to track inventory of technology and Google Admin to connect to Chromebooks remotely.
  - Review of tracking and inventory results to monitor efficiency and effectiveness
- The identification of technology leaders/liaisons for each campus
- Communication on procedures for return and inventory of school owned devices. These procedures include:
  - Safely bagging devices collected at schools
  - Transporting devices to a centralized location
  - Sanitizing the devices prior to repair or evaluation

- Conducting maintenance routines to remove malware and fix standard issues
- Centralization of any online documents that were created, published or distributed by teachers during a closure period
  - Schoology and Google Drive will house these items
- Process for providing feedback on the remote learning plan based on lessons learned
  - Chronic issues (will be used to develop a Technology Maintenance Plan)
  - Etc
- Continuation of infrastructure evaluations until all issues are resolved

## Documentation

[Technology needs assessment](#)

[Parent Liability](#)

[Acceptable Use Policy](#)

***\*Note: University Prep Schools will not ask parents to support in addressing technology issues with other parents.***

## Remote Access:

List of options:

- Chromebooks LTE/Wifi (built-in)
- Comcast Essentials
- Drive-up Wifi (UPREP extension of schools network to parking lots)
- Wayne State - Parking Lot 55 (free Wifi)
- Libraries Wifi
- 567 Free Wifi Spots in Detroit-<https://www.wifimap.io/3015-detroit-free-wifi>

## Instructional Technology Needs:

Instructional staff will use a learning management system - Schoology. They will also have materials necessary for [swiwl](#) (robot, microphone, pro-team, floor stand, mini lens). Lastly, they will have chromebooks to be able to effectively use Schoology.

## Remote Support:

The Help Desk will be optimized for both families and instructional staff to use from 8:30 am - 3:30 pm each day.

UPREP Schools will also provide a call-in option as well for families and instructional staff for real-time support. Times to be determined. The Detroit 90/90 IT team will support schools and stakeholders with technology needs. The technology liaisons are as follows:

**Tony Grier:** [Tony.Grier@uprepschools.com](mailto:Tony.Grier@uprepschools.com)

## Facilities

University Prep Schools will conduct an audit of existing cleaning materials and disinfection supplies and will coordinate with a Local Emergency Management Program for support around procurement of additional supplies and advocate for ISDs to coordinate with LEMPs. University Prep Schools will also alert school-based custodial staff of any changes in recommended cleaning guidelines as issued by OSHA and/or the CDC. Custodial staff will be trained on best practices during this pandemic.

The facilities team, in conjunction with the Emergency Crisis Team, will audit all school buildings for the following:

- How many classrooms are available
- The size of each classroom
- Buildings and classrooms will be cleaned nightly based on the CDC School Decision Tree on cleaning and disinfection protocols.
- Additional spaces that are available
- Ventilation
  - HVAC
  - Ensuring that Air Filters / Air Purification are changed regularly
- Security protocols
  - School security staff will follow CDC guidelines if interacting with the general public
- Hygiene signage about frequent handwashing, cough etiquette, and nose blowing.
- Maintain facilities for in-person school operations
- Continued cleaning of schools over the summer
- Ensuring that each classroom and office has wastebaskets, tissues and CDC-approved soap

The facilities team and school leaders will conduct and document a facility walk-through to ensure that classrooms, common spaces and exterior are ready for staff and students. Additionally, they will procure level-1 surgical masks and gloves for cleaning and janitorial staff.

## **Budget, Food Services, Enrollment, Staffing**

### **UPrep Recruiting Process during COVID-19 Pandemic**

3. Assistant Director of Talent (ADT) reviews applications.
4. ADT conducts Phone Screening, Email Communication, or Virtual Meetings.
  - d. Candidate assignment priorities:
    - i. Priority 1 – Partnership Agreement School
    - ii. Priority 2 – Positions vacant from previous School Year
    - iii. Priority 3 – Schools understaffed by greater than 15%
    - iv. Priority 4 – Multiple Openings at a single School for the same subject.
    - v. Priority 5 – New Positions
3. School Director (SD) conducts technical Interview via “ZOOM”
  - e. If the Technical Interview is inconclusive, a sample “sample teach” will be required from the candidate.
  - f. The SD will send the candidate the expectations for this demo lesson.

4. The School Hiring Team checks the candidate's references.
5. If School Hiring Team approves of the candidate, they will inform the ADT and they will send the candidate an offer letter
6. If a School Hiring Team does not wish to proceed to hire this candidate, they may recommend that candidate to another School Hiring team for evaluation.
7. If the candidate is rejected the ADT will send them a "Thank You" letter.

### **Staff / Students Return**

Detroit 90/90 Human Resources and the Director of School Quality will do outreach via surveys, phone calls and emails to staff and students to identify who is planning on coming back and who is planning on pursuing a virtual option (i.e. those who are 65 years or have an underlying medical condition and decide not to return). A staffing and student scheduling plan will be created as information is available. The staffing plan will focus on:

- Assessing the need for new or additional positions with a focus on student and staff wellness, technology support and other COVID related needs
- Redeployment of underutilized staff to serve core needs
- Providing guidance to school leaders on recruiting, interviewing and hiring staff remotely (see above procedure)
- Inventory the amount of substitute teachers available
- Communication of changes to various stakeholders (UPrep Schools does not have a bargaining unit to communicate changes to)
- School Operations Managers responsibility for creating master schedules (teaching schedules, student/faculty arrival/dismissal schedules, lunch schedules with safety protocols in mind)
- Guidance on the use of CARES Act funds for key purchases
- Working with new staff to train them on any new operational changes

Additionally, Detroit 90/90 will support schools in assessing student arrival protocols and 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 updating their care plans as needed to decrease their risk for exposure to COVID-19.

- Assessment of arrival and departure protocols pertains to how students, staff and parents arrive and depart from school.
- Detroit 90/90 will also engage in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.

Additionally, UPrep School schools will create a process for students, families and staff 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 and work assignments.

### **Phases 5 Food Services, Gatherings and Extra Curricular Activities for the 2020-2021 School Year**

Food services will return at each school. Food services will return at each school. Students will either eat lunch in their classrooms with disposable utensils or cafeteria times will be staggered to allow for 6ft social distancing between students. Food service staff will ensure any necessary food handling changes are implemented based on local health guidance. Food services staff will use barrier protection, gloves, face shields and surgical masks. Students, teachers, and cafeteria staff will wash hands before and after every meal.

All students, staff and drivers will wear facemasks or facial coverings while on the bus and at any remote location. Social distance must be maintained at all times while on the bus and while at the remote location.

Any and all future gatherings are subject to executive orders that set caps on congregation of people.

### **Additional Actions**

Uprep schools will ensure that it reaches out to service providers and partners to identify and address new student and adult needs. We will ensure that staff, parents and students have access to our handbook, either digitally or in print, and we will consult legal counsel to preemptively address any liability questions and concerns stakeholders may have. Lastly, UPREP Schools will inventory contractors used for transporting student to /from school events for the following:

- How many buses could be made available to the district?
- How much variation is there in size and maximum capacity of buses?
- How have buses been currently or historically used?
- How many drivers are returning?
- How have contractors been impacted by Covid-19?
- Finalize bus procedures for bus drivers and students that are informed by public health protocols
- Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEP and implement accordingly.

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# UNIVERSITY PREP SCHOOLS

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Prepared: July 27, 2020

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

In accordance with Executive Order 2020-97, University Prep institutes this COVID-19 Preparedness and Response Plan. University Prep Schools aims to protect its workforce by enacting all appropriate prevention efforts. University Prep Schools is continually monitoring guidance from local, state and federal health officials and implementing workplace modifications where appropriate. We are committed to reducing the risk of exposure to COVID-19 and will provide a healthy and safe workplace for our employees, students and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. University Prep Schools is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas and
3. Requiring appropriate personal protection equipment including masks, face shields, etc.

**Note:** University Prep Schools may amend this Plan based on changing requirements and the need of our business.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Students
- Guests - visitors/vendors/family members
- The General Public

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).
- Medium exposure risk (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).



## COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

University Prep Schools has designated the following staff as its COVID-19 Workplace Coordinators:

- Orletta Cross, Director of Human Resources  
Phone: 313-887-1613 ext. 1116  
Email: [orletta.cross@uprepschools.com](mailto:orletta.cross@uprepschools.com)

Bob Troutman, Procurement Specialist  
Phone: 313-887-1613 ext. 1106  
Email: [robert.troutman@uprepschools.com](mailto:robert.troutman@uprepschools.com)

### The Coordinators responsibilities include:

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

## RESPONSIBILITIES OF UNIVERSITY PREP SCHOOLS SUPERVISORS AND MANAGERS

All University Prep Schools managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, University Prep Schools expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

University Prep Schools will require and keep a record of all self-screening protocols for all employees, visitors or contractors entering the worksite, including, at a minimum, an electronic health screening covering symptoms and suspected or confirmed cases of COVID -19.

University Prep Schools will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide three (3) non-medical grade washable face coverings to employees at the beginning of the school. We will have limited backup supply in instances where employees or students who have forgotten their face covering and/or their face covering cannot be worn due to damage.

- Require face coverings to be worn by school employees and students at all times (with the exception of lunch). Employees who have offices are not required to wear masks in their office space if they are alone.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees in their classrooms or office space. and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
  1. The local public health department, and
  2. Any co-workers, student families, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Daily temperature checks will be performed on employees and students. Employees, visitors and contractors will be required to complete an electronic health screening covering symptoms of suspected or confirmed exposure to people with possible COVID-19 prior to entry at one of our school locations or the Central Management office.
- Train employees on how to report unsafe work conditions.

## RESPONSIBILITIES OF EMPLOYEES

University Prep Schools, understands that in order to minimize the impact of COVID-19 at our facilities, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor or contact Orletta Cross, Director of Human Resources.

### OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If an employee develops a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, they must not report to work. They must also notify their supervisor immediately, and consult their healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. “Close contact” is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines “close contact” as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” (the CDC estimates range from 10 to 30 minutes, or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## HEALTH AND SAFETY PREVENTATIVE MEASURES FOR UNIVERSITY PREP SCHOOLS

University Prep Schools has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our Plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

### Minimizing exposure from co-workers.

University Prep Schools takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors listed below.

#### General Education:

- Post CDC information, including recommendations on risk factors.
- Provide tissues and no-touch trash bins to minimize exposure to infectious secretions.
- Inform employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting.
- When possible, avoid the use of other employees’ phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use.

## Social Distancing

- Limit in-person meetings. Utilization of virtual meeting platforms as much possible.
- Restrict the number of workers present on-site to no more than necessary.
- Remote work will be determined based on the MI Safe Start plan phase that is designated at the beginning of the school year and may change based on new phase designation.
- Encourage and require social distancing to the greatest extent possible while in the workplace.
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation.
- Require use of face coverings.
- Eliminate food sharing with co-workers or students.
- In areas where employees work within 6 feet of each other, computer stations will be moved or repositioned to increase distance
- Deliver items through curbside pick-up or delivery.

## Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers’ compensation carrier;
  - Place the employee on workers’ compensation leave (with pay); and
  - Record the infection in the employer’s OSHA 300 log.
- Consider and then include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc.
- If the event of confirmation of an employee’s confirmed COVID-19 diagnosis, the employee’s manager or supervisor will be notified that the employee is on a leave of absence for non-disciplinary purposes.
- Disclose identify of employee to any required notification to OSHA or the health department.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
  - Not required to notify other office locations unless the employee visited those sites within past 14 days.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known employees, student families, contractor or vendors with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.

- Notify any parties on the employee's work calendar, in visitor logs, or otherwise readily available or known.
- Arrange for a professional cleaning of the employee's workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

### Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, temperature checks and completion of the electronic health screening are required prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be encouraged where possible.
- Employees will be required to submit a negative COVID-19 test report within 14 days prior to returning to work.

### Actively encourage sick employees to stay home:

- In the event an employee contracts COVID-19 and they will be able to use the emergency paid sick leave covered by the Families First Coronavirus Response Act and/or any PTO that they have available to use. They may also utilize both types paid time off in the event that employee's family member contracts COVID-19 and the employee needs to provide care for the family member.
- Employees can access Information regarding our PTO policy and the Families First Coronavirus Response act in the employee handbook. The handbook can be accessed in Google Drive and/or the HR Employee Portal.
- Should an employee have questions regarding use of emergency paid sick time, employees they should contact Kimberly Moore, Asst. Director of Human Resources.
- University Prep Schools will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

### If an employee has a confirmed case of COVID-19, University Prep Schools ensures the following:

- We will communication with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to OSHA via their reporting/recordkeeping requirements
- University Prep Schools will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered
- We will perform increased environmental cleaning and disinfection

- Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day.
- We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- After using a **University Prep Schools** vehicle, employees are responsible for cleaning and disinfecting the vehicle.
- **University Prep Schools** provides disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.
- Eliminate/restrict work-related travel if possible and limit employees' exposure to employee who traveled until we can confirm traveling employee does not have COVID-19 symptoms.
- Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
- Monitor and respond to absenteeism.

### Employee Resources:

Employees may seek assistance regarding COVID-19 related questions or services from the following;

- [www.michigan.gov](http://www.michigan.gov) - available testing sites and other resources
- Blue Care Network Crisis Hotline (833-848-1764) – mental health support (benefit eligible employees only)

### Minimizing exposure from those outside of our workforce including customers, and temporary or contract labor

- **University Prep Schools** business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.
- **Social distancing practices to be observed:**
  - 6-foot distances are marked in areas where visitors might gather/wait
  - In person meetings are to be made by appointments only
  - Limit the number of customers allowed into workplace
  - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19.
- All employees and students entering one of **University Prep Schools** facilities will have their temperature checked. Employees and visitors will be required to complete a wellness survey prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Physical barriers between **University Prep Schools** employees and visitors will be considered in high volume areas (i.e. shielding at the front desk areas).



- University Prep Schools will provide face coverings to employees or students and in cases where the employee or student forgets to bring their mask or their mask is unable to be worn due to damage (supplies limited). Visitors are expected to provide their own face coverings.
- Companies that provide contract or temporary employees have been contacted about the importance of sick employees staying home and we encourage them to follow our practices and standards to work with their employees to maintain the health & safety of others.

### Minimizing exposure from the visitors/vendors

- All business partners that work within University Prep Schools have been provided this Plan.
- When possible, University Prep Schools will limit the number of visitors in the facility.
- Any individual entering one of the University Prep Schools will be required to complete the University Prep Schools' wellness survey prior to entry.
- Face coverings may be available to employees or students as well as appropriate disinfectants so individuals can clean work areas before and after use.
- All deliveries will be handled through curbside pick-up or delivery

### Minimizing exposure from the general public

- Business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions.
- Social distancing practices to be observed:
  - 6-foot distances are marked in areas where individuals might gather/wait
  - Limit number of individuals allowed into workplace
  - Minimize face to face contact
  - Computer workstations positioned at least 6 feet apart
- Information is posted University Prep Schools' facilities educating individuals on ways to reduce the spread of COVID-19
- Any individual entering University Prep Schools facilities are required to complete a wellness survey prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- For the safety of our employees, staff and visitors, physical barriers between University Prep Schools employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- For the safety of our employees and students, all visitors will be required to wear a mask.

This Plan is based on information and guidance from the CDC and OSHA at the time of its development. The safety of our employees and visitors remain the top priority at University Prep Schools. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce, students and visitors. As the COVID-19 outbreak continues to evolve and spread, University Prep Schools is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.