



Francis Street Primary COVID-19 Preparedness and Response Plan

Address of School District: 1320 Martin Luther King, Jr. Dr. Jackson, MI 49203

District Code Number: 38904

Building Code Number(s): 03183

District Contact Person: Laura Wyble

District Contact Person Email Address: lwyle@francisstreetprimary.com

Local Public Health Department: Jackson County Health Department

Local Public Health Department Contact Person Email Address:

Name: Denise Schonhard

Email Address: dschonhard@mijackson.org

Name of Intermediate School District: Jackson County ISD

Name of Authorizing Body: Grand Valley State University

Date of Adoption by Board of Directors: July 27, 2020



Assurances

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

President of the Board of Directors

A handwritten signature in black ink, appearing to read "St. R. Tuck", is written over a horizontal line.

Date 7/27/2020



Introduction and Overview

To families and friends of Francis Street Primary School,
On June 30, 2020, Governor Whitmer released the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap which was created by the COVID-19 Task Force on Education Return to School Advisory Council. The Francis Street Primary team is using this guidance as well as our vision to continue planning for the coming 2020-21 school year.

Our mission from the start has been "Francis Street Primary School - Where all children will learn and all children will be known and cared for." This mission guided the team as we created our COVID-19 Preparedness and Response Plan, understanding that in-person instruction is the best means to reconnect and continue to teach and nurture our young, K-4th grade students. In addition to the Michigan's 2020-21 Return to School Roadmap, our guiding principles were to return students and staff to the classroom with all safety measures in place to insure the health and well-being of every child and staff member. We also discussed the processes and procedures that will be implemented in order to keep families and our community safe as well.

In the past few months, the staff at FSP talked with and surveyed all of our families about their feelings, thoughts and preferences when it came to starting the 2020-21 school year. Overwhelmingly, our families wanted to have 'in-person, face-to-face instruction' resume for their children in the coming school year. Francis Street Primary's Preparedness and Response Plan includes in-person instruction when we are in Phases 4-6 per the directives from the Jackson County Health Department. If the Jackson County Health Department notifies schools that we need to return to Phase 1, 2 or 3, FSP will return to our Continuity of Education Plan. This was the plan developed and implemented after the initial Executive Order 2020-35 came in early April to close schools for the remainder of the 19-20 school year.

We want to thank all of our families, staff and the FSP Community for your patience, understanding and support as we work together to implement a solid instructional plan while maintaining the safest environment for all students and staff during this challenging time.

Sincerely,

The Francis Street Primary School Administration and Teaching Staff

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

Phase 1, 2, or 3 Safety Protocols

If Jackson County returns to Phase 1, 2 or 3 then Francis Street Primary (FSP), as well as all schools in the Jackson County area, will be required to close for in-person instruction and follow the safety protocols in the Mi Safe Start Roadmap. FSP will return to our Continuity of Education Plan.

Personal Protective Equipment

- FSP will be closed for in-person instruction therefore no PPE will be available.

Hygiene and Cleaning

- FSP will be closed for in-person instruction.
- Cleaning practices will be adjusted to maintain school building functions for staff to implement the Continuity of Education Plan.

Spacing, Movement and Access

- FSP will be closed for in-person instruction and will not be used by licensed child care providers therefore spacing, movement and access will not need to be addressed.
- Staff will be in the building approximately 4 days/week to develop curriculum packets as well as communicating with students and families to teach and assist with at-home instruction. When in vicinity of other staff in the building, all staff will adhere to the 6 ft. spacing requirement, will wear PPE and the building will be sanitized and cleaned as required.
- Staff will also be working from home to communicate with our students/families as described in our Continuity of Education Plan.

Screening Students

- FSP will be closed for in-person instruction therefore no screening of students will take place.

Responding to Positive Tests Among Staff and Students

- FSP will be closed for in-person instruction therefore there will be school response to students who have tested positive. Staff will follow the *Returning to the Workplace* plan and adhere to the restrictions/procedures described.

Food Service and Gathering

- FSP will be closed for in-person instruction therefore no meals will be delivered to FSP.
- Food delivery locations for Jackson Public Schools and Northwest Public Schools will be made available for FSP families to pick up school-supplied meals.

Athletics

- FSP has no organized athletics.

Cleaning

- FSP will be closed for in-person instruction therefore cleaning practices will be adjusted to maintain school building functional order.

Busing and Transportation

- FSP does not have busing.

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

While there are no REQUIRED instructions for schools regarding Mental and Social-Emotional Health during Phase 1, 2 or 3, Francis Street Primary will continue to communicate with students and families on a consistent basis in order to provide information regarding mental and social-emotional health as well as recommending community support and resources.

- FSP currently does not have access to a trained professional to conduct mental health screenings therefore no screenings by a professional will be available.
- FSP staff will continue to communicate with building-level and district level support teams regarding identification and referral of students at-risk.
- FSP will provide a staff member trained in social-emotional health to provide all staff with tools, resources (community and MDE) and activities to share with students and families that focus on: social/emotional learning, holistic wellness and resilience, talking through trauma with children as well as understanding normal behavioral response to crises.
- FSP is establishing a crisis management plan utilizing internal and external community resources which can be activated as needed.
- FSP staff will continue to document their daily/weekly contact with families in order to evaluate physical and mental health status and refer to licensed professionals and support teams as necessary.
- FSP staff have worked together to discuss/share resources for their self-care.
- FSP will designate a school-based mental health liaison who will work with local public health agencies.

- FSP will work with the county health department, MDE, local community agencies to provide families with a list of wellness resources within the local community.
- FSP does not currently have a telephone hotline or a designated email for crisis mental health concerns resulting from COVID-19. Families will be referred to community resources.
- FSP will continue to communicate with students/families through phone calls, texts, social media, emails, postal service and/or home visits to share information regarding return to school information and care for their children through this crisis.

Phase 1, 2, or 3 Instruction

While there are no REQUIRED instructions for schools regarding instruction during Phase 1, 2 or 3, Francis Street Primary will strive to provide a quality experience by continuing with our Continuity of Educating Plan, amended and revised to include the following:

Governance

- FSP has formed a group of administrators and staff to gather feedback, revise our remote learning plan and share information out to all stakeholders.
- The FSP school leader is designated to summarize feedback from staff, families and students in order to adjust the remote learning plan and then share updates and any changes with all stakeholders.

Remote Learning

- FSP staff will assess students at the start of the school year utilizing online NWEA and EL Benchmark Assessments in order to understand where students are academically.
- FSP staff will adjust standards-aligned curricula and learning materials as well as instructional decisions for teachers, students and families.
- FSP staff will be in communication with students and families via text, phone calls, email, home visits, school ‘drive-throughs’ and mail delivery to share instructional materials, activities and up to date information related to the reopening of school.
- FSP teachers will assess student work and provide feedback to students and families weekly.
- FSP staff will coordinate Parent/Teacher conferences virtually.
- The school leader will review IEP’s in coordination with our staff and ISD staff and design new accommodations if necessary as well as developing a continuation of services plan with providers of OT, PT, Speech Therapy and Vision Therapy.
- The school leader will secure staff support for students requiring 1:1 support.
- FSP staff, when able, will continue with curriculum providers (including social-emotional health) to take part in training/PD and to share information and data about student’s assessment results, progress and assignments
- FSP staff will continue to document communication/attendance.

- FSP staff will meet regularly (either while in the building or remotely) to monitor student progress and identify those students in need of additional support.
- As FSP is an early elementary building, there is no need to secure support for postsecondary transition.

Communication and Family Supports

- FSP will continue to communicate with students/families through phone calls, texts, social media, emails, postal service, our 'drive through pick-ups', and/or home visits.
- FSP staff will use these modes of communication to share information regarding returning to school, how staff will be instructing their children remotely when necessary, as well as providing assistance and strategies to academically support their children at home and suggestions/support as to how to care for the children through this crisis.
- FSP enrollment is very small compared to surrounding districts. Any parent/family in need of technical assistance using digital systems will be addressed on an individual basis. FSP will not be hosting workshops or forums for all families.

Professional Learning

- Staff at FSP have continued with professional learning via virtual training with our curriculum providers for all of our academics and our mental health coach for social/emotional/mental health information and resources.
- FSP staff regularly talk with one another about students' academic assessment results, assignment information, individual student progress/needs and areas of concerns.
- As our teaching staff is very small, we have one PLC and all meet regularly to discuss instructional practices, what kind and how many activities are appropriate for a week-by-week basis as well as sharing digital and paper resources.

Monitoring

- FSP school leader has surveyed all families to assess their connectivity and access to devices. FSP will work to provide families in need of adequate necessities in order to engage in schoolwork.
- FSP staff will continue to document communication/attendance.
- FSP staff will develop a system to assess student work and provide feedback to students and families in a consistent fashion.
- FSP students who have been taught how to do self-reflection will be given the opportunity to do so with their instructors during their communications throughout the week. Those students who have not been instructed in the process of self-reflection (our youngest students), will be given opportunities to begin to learn. We anticipate this practice will be better implemented when in-person instruction returns.

Phase 1, 2, or 3 Operations

While there are no REQUIRED instructions for schools regarding operations during Phase 1, 2 or 3, Francis Street Primary will maintain procedures to keep our facilities and technology in good working order to prepare for the subsequent return of students.

Facilities

- FSP custodial staff will communicate on an on-going basis with school personnel to:
 - Inventory and purchase cleaning and disinfecting supplies.
 - Maintain school cleaning and follow disinfection procedures according to the CDC School Decision Tree.
 - Ensure custodial staff is wearing appropriate PPE.
 - Keep our school and playground in good working order.
 - FSP is a SBSB and therefore we do not anticipate the need for our building to be used for essential actions. FSP will cooperate if the use of our building is necessary.

Technology

- The school leader has surveyed students/families and collected information regarding devices and connectivity to support remote learning. Incoming families will fill out the survey when enrolling for the first time.
- Teachers are participating in curriculum training in order to adapt and support remote learning.
- The school leader will be the single point of contact for communication regarding technology devices and support for families.
- FSP is a SBSB, therefore all technology questions, concerns, guidance can be addressed through contact with the school leader and/or teachers.
- FSP staff will utilize the support of our technology partner, dpi (data protection international) in Jackson, MI when necessary.
- FSP will ensure every student has access to appropriate technology to continue learning.
- The school leader and teachers will evaluate, sanitize and keep record of all devices leaving the building.
- FSP families/parents will be contacting their child's teacher or the school leader for technology assistance. FSP is a very small learning community and does not have the personnel to identify one staff member to address all tech issues/be the 'help desk'. The school leader may identify a parent/community resource to assist us, however, we are not offering this service at this time.
- FSP will not be working with a vendor to assist with devices.
- FSP school leader and teaching staff will work with families to troubleshoot concerns re: assistance with devices and work with our technology partner to help resolve technology issues.

- FSP does not currently have technology policies as none of our current technology leaves the building or is used without staff supervision. FSP will develop a policy if there is a need for our devices to leave the building.

Budget

- FSP CEO has created multiple budget scenarios in anticipation of financial changes and possible challenges.

Food Service

- FSP families are given specific places where school supplied meals can be picked up every day.
- FSP also has a relationship with a local church who provides Weekend Food Packets that will be given out weekly during our 'FSP drive-throughs' or will be delivered when staff make home visits/drop-offs.

Enrollment

- 86% of the FSP student body has committed to returning for the 20-21 school SY.
- Enrollment will primarily focus on our kindergarten room. We will monitor and recruit students when we are more certain of the number of available seats.
- All staff will discuss with families the attendance and expected schoolwork schedule and will record students participation/progress accordingly per our SMS.

Staffing

FSP will hire an additional classroom teacher as we will be expanding to 4th grade for the 2020-21 SY. Our HR firm will conduct onboarding following State of MI requirements during Phase 1, 2 or 3.

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

Phase 4 Safety Protocols

During Phase 4, all FSP staff and students will adhere to all of the required and a number of recommended safety protocols.

Personal Protective Equipment

Face coverings are REQUIRED for

- All staff.
- All students in hallways and common areas.

- All FSP students are in K-4 classrooms and remain in their cohort throughout the day and do not come into close contact with students in another class. Therefore FSP students will not be required to wear a mask unless they leave their classroom for any reason.
- FSP will provide disposable face coverings for all FSP students and staff.
- Staff and students who cannot medically tolerate wearing a facial covering or who are unable to remove the facial covering must not wear one.
- FSP does not house a preschool program and currently does not have students with physical special needs who would require facial coverings.

Hygiene

FSP is REQUIRED to:

- Provide supplies including soap, hand sanitizer (with at least 60% alcohol), paper towels, tissues and informational signage.
- Teach and reinforce proper handwashing techniques with soap and water and/or hand sanitizer.
- Have all students and staff use hand sanitizer before and after utilizing the FSP playground.

FSP will follow these RECOMMENDATIONS:

- Educate staff and students on how to cough/sneeze into their elbows or cover with a tissue. They will also learn to throw used tissues away and immediately wash their hands.
- A staff member will be assigned to monitor soap and hand sanitizer dispensers. A checklist with specific time intervals will be used by the staff member to sign off when the task is completed.
- Students and teachers will schedule handwashing with soap and water every 2-3 hours.
- FSP will provide all students with adequate school supplies (writing utensils, art supplies, erasers, etc.) to assign for individual student use.
- FSP students will have their individual, labeled cubbies.
- FSP will set-up hand sanitizing stations throughout the school.

Spacing, Movement and Access

FSP is REQUIRED to:

- Prohibit indoor assemblies with more than one class.

FSP will follow these RECOMMENDATIONS:

- Class sizes will be kept to the level afforded by being able to space students as far apart as feasible (16 students/class).
- All desks will be facing the same direction.
- Teachers will try to maintain six feet of spacing between themselves and students as much as possible.
- Family member and guest visits will be severely limited.

- ALL guests entering the building will be screened for symptoms, must wear a facial covering and wash/sanitize hands prior to entry. FSP staff will keep strict records of date, time and name of all visitors entering/exiting the building.
- Signage, floor markings and seating will indicate 6 ft. spacing for social distancing. Restroom signs will indicate proper hand hygiene techniques.
- Windows will be opened in the classroom when weather permits.
- Teachers will move from class to class for specials instead of students moving.
- FSP staff members will escort students (from cars or when walking up to the building) into and out of the building through the designated entrances and go directly to their classroom in the morning. Staff will escort them out at the end of the day through designated exits directly to their car/parent when dismissing. Parents/Family members will not be allowed to enter the building.
- FSP will stagger schedules and movements of people in the school to minimize the number of people in the hallways/entrances.
- FSP PE classes will be held outside or if there is inclement weather, in their own classroom.
- FSP does not board students.
- FSP classrooms will move one at a time in hallways and in and out of the building. There will be designated one-way traffic signage in the floors/walls.

Screening Students and Staff

FSP is REQUIRED to:

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.

FSP will follow these RECOMMENDATIONS:

- FSP students will have their temperature checked prior to entering on a daily basis.
- FSP will identify a small quarantine area and an available staff member, who will wear a mask, to care for students who become ill with COVID-19 symptoms at school.
- FSP students who become ill with COVID-19 symptoms, will be placed in the quarantine area with a mask in place until they can be picked up.
- Symptomatic students and/or staff will be sent home and will stay at home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- FSP staff will conduct self-examinations, including temperature checks daily. Any staff member who exhibits respiratory or gastrointestinal symptoms or has a temperature above 100.4 will remain at home.
- FSP will develop a monitoring form for screening employees.
- FSP will communicate with families to check their children every morning and monitor for any symptoms of COVID-19.

Testing Protocols for Students and Staff and Responding to Positive Cases

Schools are REQUIRED to:

- Cooperate with the local public health department regarding implementing protocols for screening students and staff.

FSP will follow these RECOMMENDATIONS:

- FSP will identify a small quarantine area and an available staff member, who will wear a mask, to care for students who become ill at school.
- Students and/or staff who develop a fever or become ill with COVID-19 symptoms at school will be placed in the quarantine area, wear a mask and be transported by parent/guardian (student) or self (staff) for off-site testing.
- Symptomatic students and/or staff will be sent home and will stay at home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than 6 feet in close proximity to the student/staff member) so they can be quarantined for 14 days at home. Staff and students will be closely monitored for any symptoms of COVID-19.
- Families will be encouraged to monitor their children for any COVID-19 symptoms and if there are any present, to keep the student home and follow up with their health provider. They will also be encouraged to take their child's temperature daily. If it is over 100.4 the parents need to keep the student home and follow up with their health provider.

Responding to Positive Tests Among Staff/Students

FSP is REQUIRED to:

- Cooperate with the local health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days s/he showed symptoms to the time when s/he was last present at the school.
- Follow all confidentiality laws and statutes that protect student and staff information. School staff and officials must not participate in discussions or acknowledge a positive test.

FSP will follow these RECOMMENDATIONS:

- Notify health officials, staff, and students/families of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- FSP will assist the local health department by collecting data and contact information of those exposed.

- FSP will provide guidance and review of confidentiality laws/statutes.
- Staff with a confirmed case of COVID-19 should return to the work place after they are no longer infectious. FSP will consult and follow the local health departments instructions.

Food Service, Gathering and Extracurricular Activities

Schools are REQUIRED to:

- Prohibit indoor assemblies that bring together students from more than one classroom.

FSP will follow these RECOMMENDATIONS:

- Classrooms or outdoor areas where students can be spaced apart will be used for students to eat meals at school using disposable utensils.
- All students and staff will wash their hands before and after every meal.
- FSP does not have a cafeteria.
- Recess will take place in our playground but limited to one classroom at a time.
- FSP will not have assemblies and will postpone all field trips until we are able to do so safely (phase 5 or 6 with guidelines in place).
- After school activities/extracurricular activities (Girl Scouts/after school tutoring) can take place if all participants wear proper facial covering and maintain social distancing.

Athletics

- FSP does not have organized athletics.

Cleaning

Schools are REQUIRED to:

- Clean frequently touched surfaces at least every four hours with an EPA approved disinfectant or diluted bleach solution.
- Student desks must be wiped down every hour.
- Playground will undergo normal, routine cleaning.
- All cleaning products at FSP are used appropriately by the custodial staff and are securely stored away from children.
- Staff will wear appropriate PPE when performing cleaning activities.

Busing/Transportation

- FSP does not have busing.
- If a student becomes ill during the day, parents/emergency contacts will be called to transport the student home safely.

Medically Vulnerable Students and Staff

FSP will follow these RECOMMENDATIONS:

- FSP Staff will review all current student plans in order to accommodate students with special healthcare needs and update plans with parents to decrease their risk for exposure to COVID-19.
- Families and staff will be instructed to talk with the administration in order to self-identify as high-risk for severe illness due to COVID-19 and have alternative learning arrangements or work reassignments.

Phase 4 Mental & Social-Emotional Health

While there are no REQUIRED instructions for schools regarding Mental and Social-Emotional Health during Phase 4, Francis Street Primary will continue to communicate with students and families on a consistent basis in order to provide information regarding mental and social-emotional health as well as recommending community support and resources.

- FSP currently does not have access to a trained professional to conduct mental health screenings therefore no screenings by a professional will be available.
- FSP staff will continue to communicate with building-level and district level support teams regarding identification and referral of students at-risk.
- FSP will provide a staff member trained in social-emotional health to provide all staff with tools, resources (community and MDE) and activities to share with students and families that focus on: social/emotional learning, holistic wellness and resilience, talking through trauma with children as well as understanding normal behavioral response to crises.
- FSP is establishing a crisis management plan utilizing internal and external community resources which can be activated as needed.
- FSP staff will continue to document their daily/weekly contact with families in order to evaluate physical and mental health status and refer to licensed professionals and support teams as necessary.
- FSP staff have worked together to discuss/share resources for their self-care.
- FSP will designate a school-based mental health liaison who will work with local public health agencies.
- FSP will work with the county health department, MDE, local community agencies to provide families with a list of wellness resources within the local community.
- FSP does not currently have a telephone hotline or a designated email for crisis mental health concerns resulting from COVID-19. Families will be referred to community resources.
- FSP will continue to communicate with students/families through phone calls, texts, social media, emails, postal service and/or home visits to share information regarding return to school information and care for their children through this crisis.

Phase 4 Instruction

While there are no REQUIRED instructions for schools regarding Instruction during Phase 4, Francis Street Primary will strive to provide a safe and strong in-person instructional experience for our K-4 students. school year.

Before Schools Reopen for In-Person or Hybrid Instruction

Governance

For FSP to resume In-Person Instruction:

- FSP's CEO, CDO, school leader (principal), teaching staff and business manager worked as a group to gather feedback from families, discuss and develop our in-person instruction plan and reviewed the remote learning plan for all FSP families.
- FSP talked with and surveyed all families from the 19-20 SY regarding their feelings, thoughts and preferences when it came to starting the 2020-21. The results showed an overwhelming majority of wanting to return to In-Person instruction.

Instruction

For FSP to resume In-Person Instruction:

- Staff will plan to start the school year with a strong, defined plan for instruction in Social-Emotional Learning (SEL) as we expect many students will be returning to school with some form of trauma and/or may be struggling in areas such as: stress, personal and group safety protocols, reconnecting with friends and staff members, learning new routines, etc.
- Staff will plan to assess students at the start of the school year utilizing NWEA, EL Benchmark Assessments and the KRA in order to understand where students are academically and adjust standards-aligned curricula and learning materials as well as instructional decisions for all students. Staff will review grade-level proficiencies and best practices for blended or remote learning if that is a parent's preference.
- Staff will plan to deliver standards-aligned curricula and strong instruction using high quality materials and providing all school supplies necessary for students to start strong.
- FSP administration will discuss with teachers and support them to utilize standards that identify the major work of the K-4th grade curricula in order to focus, prioritize and accelerate instruction (and this will include reteaching of material where students are exhibiting deficiencies and differentiating support for those students).
- As FSP is an early elementary building, there is no plan or need to secure support for postsecondary transition.
- FSP school leader will review IEP's in coordination with ISD staff and design new accommodations if necessary as well as developing a continuation of services plan with providers of OT, PT, Speech Therapy and Vision Therapy before resuming in-person instruction.

- FSP school leader will secure staff for students requiring 1:1 support.
- The school leader and staff will coordinate with the parents/guardians of the remote learners to ensure they have connectivity and a device to access high quality instructional materials and the ability to stay in communication.

Communications and Family Supports

- FSP administrative and teaching staff plan to communicate with all families via phone calls, all-calls, text, email and home visits in order to relay information and expectations around their child's return to school.
- FSP will plan to share information for each of the phased openings, protocols for safety, school expectations, school schedules/routines (both in-person or hybrid/remote learning) and strategies for parents to support their child's learning at home.
- FSP staff will provide information about assessments, curricula and grade-level proficiencies at the start of the school year.
- FSP teachers will conduct parent/teacher conferences as scheduled on the school calendar either in-person if able to be socially distanced or virtually.

Professional Learning

- Staff will be in training in late July for intentional curriculum planning for both in-person and remote learning platforms for all grade levels in the school.
- FSP staff have shared and plan to continue sharing their knowledge, ideas and use of technology both in the classroom as well as remotely.
- Teachers will be sharing data regarding students' growth from the time of closure in order to identify the needs of all students and plan intentionally to meet those needs, especially those students that did not engage in remote learning during school closure.
- FSP has already planned for monthly teacher PD/in-class coaching opportunities directly related to our curriculum and how it is used across all subject areas.

Phase 4 Operations

Facilities

- FSP is a SBSD so some of the strongly recommended tasks/operations are not applicable. There is one school building; there are no additional facilities to access; we do not have school security personnel; cleaning staff consists of one employee who communicates directly with administration and teaching staff; FSP has no additional spaces - gym, auditorium, lunchroom - to audit.
- Custodial personnel will deep clean over the summer, procure cleaning supplies in accordance with the recommended disinfecting supplies and follow cleaning guidelines from the CDC. Updates to cleaning protocol will be communicated directly.
- FSP is a small, new build (2 years old) school that has had regular maintenance to its HVAC system in order to operate properly. FSP will procure PPE (masks, shields, soap,

paper towels, tissues, hand sanitizer, etc.) for all students and staff in addition to placing plexi-glass at the front desk.

- FSP CEO and custodian will conduct a facility walk-through to ensure all rooms, common spaces and the exterior of the building are ready for all students and staff.
- If FSP is instructed to close for In-Person instruction, then the CDC School Decision Tree will be utilized and custodial staff will proper masking for cleaning duties.
- FSP will maintain facilities for resumption of school.

Budget

- FSP CEO has created multiple budget scenarios in anticipation of financial changes and possible challenges. The CEO shares and staff discuss budget information regularly.
- FSP administration is planning with consultants on use of CARES Act funds along with amending other grant funded programs.
- FSP administration will be utilizing/reassigning staff to assist in the core needs area as we reopen our building.
- FSP staff has developed a plan for student (and staff) arrival and departure to and from school.
- FSP administration has talked with staff to share who is returning and what their roles/responsibilities will be. All staff plan to return to their respective positions.
- FSP staff do not belong to bargaining units.

Food Service

- FSP students receive school supplied breakfast and lunch daily. All students will be eating with their cohort in their classroom.

Enrollment

- FSP staff has been in contact with all of the families from the 19-20 SY in order to ascertain who would be returning. 86% of our student body confirmed they would be returning to FSP.
- The majority of open seats will be in our Kindergarten room. FSP is actively recruiting families with K aged children through social media, mailings, informational brochures given to local pre-schools as well as published advertisements and 'word of mouth'.
- Holding our enrollment to 16 students per class in order to maintain safety, we anticipate a full roster.

Staffing

- FSP will hire an additional classroom teacher as we will be expanding to 4th grade for the 2020-21 SY. Our HR firm will conduct onboarding and the FSP school leader will conduct training and orientation.
- FSP has a substitute teacher in-house.

- FSP school leader, with assistance from administration and teaching staff, will compile all back-to-school communications for families (student and staff handbooks, policies/procedures update) and will share printed copies and/or digitally.
- FSP staff will create master teaching schedules, staff and student arrival and departure times and procedures, lunch/recess schedules, special schedules with safety protocols in mind.
- FSP administration will consult with legal counsel to address liability questions and related concerns.

Technology

- The school leader has surveyed students/families and collected information regarding devices and connectivity to support remote learning. Incoming families will fill out the survey when enrolling for the first time.
- Teachers are participating in curriculum training in order to adapt and support remote learning.
- The school leader will be the single point of contact for communication regarding technology devices and support for families.
- FSP is a SBSB, therefore all technology questions, concerns, guidance can be addressed through contact with the school leader and/or teachers.
- FSP staff will utilize the support of our technology partner, dpi (data protection international) in Jackson, MI when necessary.
- FSP will ensure every student has access to appropriate technology to continue learning.
- The school leader and teachers will evaluate, sanitize and keep record of all devices leaving the building.
- FSP families/parents will be contacting their child's teacher or the school leader for technology assistance. FSP is a very small learning community and does not have the personnel to identify one staff member to address all tech issues/be the 'help desk'. The school leader may identify a parent/community resource to assist us, however, we are not offering this service at this time.
- FSP will not be working with a vendor to assist with devices.
- FSP school leader and teaching staff will work with families to troubleshoot concerns re: assistance with devices and work with our technology partner to help resolve technology issues.

Transportation

FSP does not provide transportation. All students arrive either by car/bike or walk with parents/guardians.

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

Phase 5 Safety Protocols

During Phase 5, all FSP staff and students will adhere to a number of recommended safety protocols.

Personal Protective Equipment

FSP will follow these RECOMMENDATIONS

Face coverings will be worn by:

- All staff.
- All students in hallways and common areas.
- All FSP students are in K-4 classrooms and remain in their cohort throughout the day and do not come into close contact with students in another class. Therefore FSP students will not be required to wear a mask unless they leave their classroom for any reason.
- Staff and students who cannot medically tolerate wearing a facial covering or who are unable to remove the facial covering must not wear one.
- FSP does not house a preschool program and currently does not have students with physical special needs who would require facial coverings.

Hygiene

FSP will follow these RECOMMENDATIONS:

- Provide supplies including soap, hand sanitizer (with at least 60% alcohol), paper towels, tissues and informational signage.
- Teach and reinforce proper handwashing techniques with soap and water and/or hand sanitizer.
- Have all students and staff use hand sanitizer before and after utilizing the FSP playground/buses.
- Students and teachers will schedule handwashing with soap and water every 2-3 hours.
- FSP will provide all students with adequate school supplies (writing utensils, art supplies, erasers, etc.) to assign for individual student use.
- FSP students will have their individual, labeled cubbies.
- FSP will set-up hand sanitizing stations throughout the school. A staff member will be assigned to monitor soap and hand sanitizer dispensers. A checklist with specific time intervals will be used by the staff member to sign off when the task is completed.
- Educate staff and students on how to cough/sneeze into their elbows or cover with a tissue. They will also learn to throw used tissues away and immediately wash their hands.

Spacing, Movement and Access

FSP will follow these RECOMMENDATIONS:

- Class sizes will be kept to the level afforded by being able to space students as far apart as feasible (16 students/class).
- Teachers will try to maintain six feet of spacing between themselves and students as much as possible.
- Family member and guest visits will be limited.
- ALL guests entering the building will be screened for symptoms, must wear a facial covering and wash/sanitize hands prior to entry. FSP staff will keep strict records of date, time and name of all visitors entering/exiting the building.
- Signage, floor markings and seating will indicate 6 ft. spacing for social distancing. Restroom signs will indicate proper hand hygiene techniques.
- Windows will be opened in the classroom when weather permits.
- Teachers will move from class to class for specials instead of students moving.
- FSP staff members will escort students (from cars or when walking up to the building) into and out of the building through the designated entrances and go directly to their classroom in the morning. Staff will escort them out at the end of the day through designated exits directly to their car/parent when dismissing. Parents/Family members will not be allowed to enter the building unless there are extenuating circumstances..
- FSP will stagger schedules and movements of people in the school to minimize the number of people in the hallways/entrances.
- FSP PE classes will be held outside or if there is inclement weather, in their own classroom.
- FSP classrooms will move one at a time in hallways and in and out of the building. There will be designated one-way traffic signage in the floors/walls.
- FSP does not board students.

Screening Students, Staff and Guests

FSP will follow these RECOMMENDATIONS:

- FSP students and staff will be screened daily including a temperature check.
- FSP will identify a small quarantine area and an available staff member, who will wear a mask, to care for students who become ill with COVID-19 symptoms at school.

FSP will follow these RECOMMENDATIONS:

- FSP students will have their temperature checked prior to entering on a daily basis.
- FSP will identify a small quarantine area and an available staff member, who will wear a mask, to care for students who become ill with COVID-19 symptoms at school.
- FSP students who become ill with COVID-19 symptoms, they will be placed in the quarantine area with a mask in place until they can be picked up.
- Symptomatic students and/or staff will be sent home and will stay at home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.

- All guests entering the building will be screened for symptoms, must wear a facial covering and wash/sanitize hands prior to entry. FSP staff will keep strict records of date, time and name of all visitors entering/exiting the building.
- FSP staff will conduct self-examinations, including temperature checks daily. Any staff member who exhibits respiratory or gastrointestinal symptoms or has a temperature above 100.4 will remain at home.
- FSP will develop a monitoring form for screening employees.
- FSP will communicate with families to check their children every morning and monitor for any symptoms of COVID-19. FSP will communicate with families to check their children every morning and monitor for any symptoms of COVID-19.
- FSP will have a separate entrance and exit in order to keep traffic moving in a single direction.

Testing Protocols for Students and Staff and Responding to Positive Cases

FSP will follow these RECOMMENDATIONS:

- Students and/or staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by parent/guardian (student) or self (staff) for off-site testing.
- Symptomatic students and/or staff will be sent home and will stay at home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than 6 feet in close proximity to the student/staff member) so they can be quarantined for 14 days at home. Staff and students will be closely monitored for any symptoms of COVID-19.

Responding to Positive Tests Among Staff/Students

FSP will follow these RECOMMENDATIONS:

- Cooperate with the local health department if a confirmed case of COVID-19 is identified. FSP will collect the contact information for any close contacts of the affected individual from two days s/he showed symptoms to the time when s/he was last present at the school.
- Notify health officials, staff, and students/families of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- FSP staff will be provided guidance on confidentiality laws.

- Staff with a confirmed case of COVID-19 should return to the work place after they are no longer infectious. FSP will consult and follow the local health departments instructions.
- The school will be cleaned with approved disinfectant after 24 hours, if feasible and custodial staff will wear appropriate PPE when performing cleaning.

Food Service, Gathering and Extracurricular Activities

FSP will follow these RECOMMENDATIONS:

- FSP does not have a common eating area so students will eat their breakfast and lunch in their classroom.
- All staff and students will follow hand-washing protocol before and after eating meals.
- Any FSP field trips will comply with the transportation guidelines provided in the MI Safe Start plan.
- After school activities/extracurricular activities (Girl Scouts/after school tutoring) can take place if all participants wear proper facial covering and maintain social distancing.

Athletics

- FSP does not have organized athletics.

Cleaning

FSP will follow these RECOMMENDATIONS:

- Clean frequently touched surfaces at least every four hours with an EPA approved disinfectant or diluted bleach solution.
- Student desks will be wiped down every hour.
- Playground will undergo normal, routine cleaning.
- Staff will wear appropriate PPE when performing cleaning activities.
- All cleaning products at FSP are used appropriately by the custodial staff and are securely stored away from children.

Busing/Transportation

- FSP does not have busing.
- If a student becomes ill during the day, parents/emergency contacts will be called to transport the student home safely.

Medically Vulnerable Students and Staff

FSP will follow these RECOMMENDATIONS:

- FSP Staff will review all current student plans in order to accommodate students with special healthcare needs and update plans with parents to decrease their risk for exposure to COVID-19.

- Families and staff will be instructed to talk with the administration in order to self-identify as high-risk for severe illness due to COVID-19 and have alternative learning arrangements or work reassignments.

Phase 5 Mental & Social-Emotional Health

While there are no REQUIRED instructions for schools regarding Mental and Social-Emotional Health during Phase 5, Francis Street Primary will continue to communicate with students and families on a consistent basis in order to provide information regarding mental and social-emotional health as well as recommending community support and resources. Phase 5 instructions are very similar to Phase 4 as Mental and Social-Emotional Health Services are always important to assess, monitor and refer students/families to professionals if appropriate.

- FSP currently does not have access to a trained professional to conduct mental health screenings therefore no screenings by a professional will be available.
- FSP staff will continue to communicate with building-level and district level support teams regarding identification and referral of students at-risk.
- FSP will provide a staff member trained in social-emotional health to provide all staff with tools, resources (community and MDE) and activities to share with students and families that focus on: social/emotional learning, holistic wellness and resilience, talking through trauma with children as well as understanding normal behavioral response to crises.
- FSP is establishing a crisis management plan utilizing internal and external community resources which can be activated as needed.
- FSP staff will continue to document their daily/weekly contact with families in order to evaluate physical and mental health status and refer to licensed professionals and support teams as necessary.
- FSP staff have worked together to discuss/share resources for their self-care.
- FSP will designate a school-based mental health liaison who will work with local public health agencies.
- FSP will work with the county health department, MDE, local community agencies to provide families with a list of wellness resources within the local community.
- FSP does not currently have a telephone hotline or a designated email for crisis mental health concerns resulting from COVID-19. Families will be referred to community resources.
- FSP will continue to communicate with students/families through phone calls, texts, social media, emails, postal service and/or home visits to share information regarding return to school information and care for their children through this crisis.

Phase 5 Instruction

Before Schools Reopen for In-Person or Hybrid Instruction

Governance

For FSP to resume In-Person Instruction:

- FSP's CEO, CDO, school leader (principal), teaching staff and business manager worked as a group to gather feedback from families, discuss and develop our in-person instruction plan and reviewed the remote learning plan for all FSP families.
- FSP talked with and surveyed all families from the 19-20 SY regarding their feelings, thoughts and preferences when it came to starting the 2020-21. The results showed an overwhelming majority of wanting to return to In-Person instruction.

Instruction

For FSP to resume In-Person Instruction:

- Staff will plan to start the school year with a strong, defined plan for instruction in Social-Emotional Learning (SEL) as we expect many students will be returning to school with some form of trauma and/or may be struggling in areas such as: stress, personal and group safety protocols, reconnecting with friends and staff members, learning new routines, etc.
- Staff will plan to assess students at the start of the school year utilizing NWEA, EL Benchmark Assessments and the KRA in order to understand where students are academically and adjust standards-aligned curricula and learning materials as well as instructional decisions for all students.
- Staff will review grade-level proficiencies and best practices for blended or remote learning if that is the parent's preference.
- Staff will plan to deliver standards-aligned curricula and strong instruction using high quality materials and providing all school supplies necessary for students to start strong.
- FSP will discuss with teachers and support them to utilize standards that identify the major work of the K-4th grade curricula in order to focus, prioritize and accelerate instruction (and this will include reteaching of material where students are exhibiting deficiencies and differentiating support for those students).
- As FSP is an early elementary building, there is no plan or need to secure support for postsecondary transition.
- FSP school leader will review IEP's in coordination with ISD staff and design new accommodations if necessary as well as developing a continuation of services plan with providers of OT, PT, Speech Therapy and Vision Therapy before resuming in-person instruction.
- FSP school leader will secure staff for students requiring 1:1 support.
- FSP school leader and staff will coordinate with the parents/guardians of the remote learners to ensure they have connectivity and a device to access high quality instructional materials and the ability to stay in communication.

Communications and Family Supports

- FSP administration and teaching staff plan to communicate with all families via phone calls, all-calls, text, email and home visits in order to relay information and expectations around their child's return to school.
- FSP will plan to share information for each of the phased openings, protocols for safety, school expectations, school schedules/routines (both in-person or hybrid/remote learning) and strategies for parents to support their child's learning at home.
- FSP staff will provide information about assessments, curricula and grade-level proficiencies at the start of the school year.
- FSP teachers will conduct parent/teacher conferences as scheduled on the school calendar either in-person if able to be socially distanced or virtually.

Professional Learning

- Staff will be in training in late July for intentional curriculum planning for both in-person and remote learning for all grade levels in the school.
- FSP staff have shared and plan to continue sharing their knowledge, ideas and use of technology both in the classroom as well as remotely.
- Teachers will be sharing data regarding students' growth from the time of closure in order to identify the needs of all students and plan intentionally to meet those needs, especially those students that did not engage in remote learning during school closure.
- FSP has already planned for monthly teacher PD/in-class coaching opportunities directly related to our curriculum and how it is used across all subject areas.

Phase 5 Operations

Facilities

- FSP is a SBSD so some of the strongly recommended tasks/operations are not applicable. There is one school building; there are no additional facilities to access; we do not have school security personnel; cleaning staff consists of one employee who communicates directly with administration and teaching staff; FSP has no additional spaces - gym, auditorium, lunchroom - to audit.
- Custodial personnel will deep clean over the summer, procure cleaning supplies in accordance with the recommended disinfecting supplies and follow cleaning guidelines from the CDC.
- FSP is a small, relatively new build (2 years old) school that has had regular maintenance to its HVAC system in order to operate properly.
- FSP will procure PPE (masks, shields, soap, paper towels, tissues, hand sanitizer, etc.) for all students and staff in addition to placing plexi-glass at the front desk.
- FSP CEO and custodian will conduct a facility walk-through to ensure all rooms, common spaces and the exterior of the building are ready for all students and staff.

- If FSP is instructed to close for In-Person instruction, then the CDC School Decision Tree will be utilized and custodial staff will proper masking for cleaning duties.
- FSP will maintain facilities for resumption of school.

Budget

- FSP CEO has created multiple budget scenarios in anticipation of financial changes and possible challenges. The CEO shares and staff discuss budget information regularly.
- FSP administration is planning with consultants on use of CARES Act funds along with amending other grant funded programs.
- FSP administration will be utilizing/reassigning staff to assist in the core needs area as we reopen our building.
- FSP staff has developed a plan for student (and staff) arrival and departure to and from school.
- FSP administration has talked with staff to share who is returning and what their roles/responsibilities will be. All staff plan to return to their respective positions.
- FSP staff do not belong to bargaining units.

Food Service

- FSP students receive school supplied breakfast and lunch daily. All students will be eating with their cohort in their classroom.

Enrollment

- FSP staff has been in contact with all of the families from the 19-20 SY in order to ascertain who would be returning. 86% of our student body confirmed they would be returning to FSP.
- The majority of open seats will be in our Kindergarten room. FSP is actively recruiting families with K aged children through social media, mailings, informational brochures given to local pre-schools as well as published advertisements and 'word of mouth'.
- Holding our enrollment to 16 students per class in order to maintain safety, we anticipate a full roster.

Staffing

- FSP will hire an additional classroom teacher as we will be expanding to 4th grade for the 2020-21 SY. Our HR firm will conduct onboarding and the FSP school leader will conduct training and orientation.
- FSP has a substitute teacher in-house.
- FSP school leader, with assistance from administration and teaching staff, will compile all back-to-school communications for families (student and staff handbooks, policies/procedures update) and will share printed copies and/or digitally.

- FSP staff will create master teaching schedules, staff and student arrival and departure times and procedures, lunch/recess schedules, special schedules with safety protocols in mind.
- FSP administration will consult with legal counsel to address liability questions and related concerns.

Technology

- The school leader has surveyed students/families and collected information regarding devices and connectivity to support remote learning. Incoming families will fill out the survey when enrolling for the first time.
- Teachers are participating in curriculum training in order to adapt and support remote learning.
- The school leader will be the single point of contact for communication regarding technology devices and support for families.
- FSP is a SBSD, therefore all technology questions, concerns, guidance can be addressed through contact with the school leader and/or teachers.
- FSP staff will utilize the support of our technology partner, dpi (data protection international) in Jackson, MI when necessary.
- FSP will ensure every student has access to appropriate technology to continue learning.
- The school leader and teachers will evaluate, sanitize and keep record of all devices leaving the building.
- FSP families/parents will be contacting their child's teacher or the school leader for technology assistance. FSP is a very small learning community and does not have the personnel to identify one staff member to address all tech issues/be the 'help desk'. The school leader may identify a parent/community resource to assist us, however, we are not offering this service at this time.
- FSP will not be working with a vendor to assist with devices.
- FSP school leader and teaching staff will work with families to troubleshoot concerns re: assistance with devices and work with our technology partner to help resolve technology issues.

Transportation

FSP does not provide transportation. All students arrive either by car/bike or walk with parents/guardians.

In summary, Francis Street Primary School will be working very hard to provide a safe and secure learning experience. FSP is a small, urban, close-knit, K-4th grade school with an anticipated enrollment of approximately 64 students for the 2020-2021 SY. We are a single building school district, are self-managed and have a total of 11 adult staff members. All of our staff feel our size, our schedule and our cohesive student/family/staff learning community will be

a strong advantage as we begin to open our doors for face-to-face instruction. In addition, we have the support of GVSU, the Jackson County ISD and their professional staff, as well as many community resources.

FSP's mission is to be sure every child learns and every child is known and cared for. We as a learning community strive to form strong relationships and build trust with each and every child and their family. FSP families trust us and have asked us to allow face-to-face instruction, 5 days a week for our young students. We strive to provide a quality education and we believe our students and our families will follow all of our directives, requirements and recommendations in order to return to school. In addition, because we are small we will also be able to provide the opportunity to families/students who wish to remain at home and continue to be educated through remote learning. FSP is looking forward to returning to school with new routines and protocols but with the same passion, commitment and ability to provide a safe, caring environment and a quality education.

FRANCIS STREET PRIMARY COVID-19 RETURN TO WORKPLACE

POLICIES AND PROCEDURES

Francis Street Primary School (FSP) takes the health and safety of our staff/employees seriously. We are all living through the spread of COVID-19 and understand the need for staff/employees to continue in-person work. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our staff/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. FSP is focused on five lines of defense:

1. Limiting the number of people together at the same time in the same place.
2. Sanitizing all areas on a structured schedule, every day and in every area of the school.
3. Requiring appropriate personal protection equipment including masks, face shields, etc.
4. Screening students and staff.
5. Following testing protocols for students and staff and responding to positive cases.

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

1. Co-workers
2. Students
3. Guests - family members of students/visitors/our own family members
4. The general public

FSP employees fall into the following category as defined by OSHA:

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).

As we are all at risk, we will work to insure all are protected and kept safe.

COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

FSP has designated the following staff as its COVID-19 Workplace Coordinators:

- Kim Deljevic
Principal of FSP
kdeljevic@francisstreetprimary.com
517-879-1380
- Laura Wyble
Chief Development Officer
lwbyble@francisstreetprimary.com
517-879-1380

The Coordinators responsibilities include:

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

HEALTH AND SAFETY PREVENTATIVE MEASURES FOR FSP

FSP 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 five lines of defense:

1. Limiting the number of people together at the same time in the same place.
2. Sanitizing all areas on a structured schedule, every day and in every area of the school.
3. Requiring appropriate personal protection equipment including masks, face shields, etc.

4. Screening students and staff
5. Following testing protocols for students and staff and responding to positive cases

RESPONSIBILITIES OF FSP SUPERVISORS AND MANAGERS

All FSP workplace coordinators must be familiar with this plan and be ready to answer questions from employees. All members of FSP must encourage this same behavior from all staff/employees.

FSP will require and keep a record of all self-screening protocols for all employees entering the school including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

General Requirements

- Keep everyone at school from one another to the maximum extent possible (ideally 6 feet apart), including through the use of ground markings, signs, and physical barriers, as appropriate to the school.
- Provide non-medical grade face coverings to our staff/employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when staff/employees cannot consistently maintain six feet of separation from other individuals in the school and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high- touch surfaces (e.g., door handles), paying special attention to common use areas (e.g., bathrooms, hallways, playground) and shared equipment (e.g., desks, chairs, certain classroom materials, etc.).

RESPONSIBILITIES OF STAFF/EMPLOYEES

We are asking each of our staff/ employees to help with our prevention efforts while at work. FSP understands that in order to minimize the impact of COVID-19 at our school, 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 school. This includes specific cleaning efforts and social distancing. While at work, all staff/employees must follow these best practices for them to be effective. Beyond these best practices, we require staff/employees to report to their supervisor (principal) immediately if they are experiencing signs or symptoms of COVID-19, as described below. If staff/employees have specific questions about this plan or COVID-19, they should ask their supervisor (principal).

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, staff/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 you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must notify the principal immediately, and consult your healthcare provider. Similarly, if you come into close contact with someone showing these symptoms, you must notify the principal immediately and consult your healthcare provider. We have the responsibility to work to identify and notify all staff/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).

Additional Employee Resources

- Staff/Employees are reminded about community health resources in addition to your healthcare provider:
 - Jackson County Health Department at:
1715 Lansing Avenue
Jackson, MI 49202

Call any of these Hotlines for more information:

- Jackson County Health Department Hotline (517) 788-4420, opt 9
- Center for Family Health Hotline number for testing is (517) 748-5363
- Henry Ford COVID 19 Hotline (for testing) (517) 205-6100
- Michigan Department of Health & Human Services (888) 535-6163
- (CDC) Centers for Disease Control (800) 232- 4632
- 211 Navigator Resource Hotline (844) 587-2485
 - Mental health services that may be available through the staff/employer's health plan

Internal Company Protocols

Minimizing exposure from co-workers.

FSP takes the following steps to minimize exposure from co-workers to COVID-19 by educating staff/employees on protective behaviors that reduce the spread of COVID-19 and provide staff/employees with the necessary tools for these protective behaviors, including:

- Posting CDC information, including recommendations on risk factors.
- Informing 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 equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use.
- Coughing, sneezing into the elbow and washing hands immediately after. Disposing of used tissues, paper towels immediately after use.

Physical Distancing

- Limit in-person meetings.
- Promote remote work as much as possible.
- Encourage and require physical distancing to the greatest extent possible while in the workplace.
- If ridesharing, employees must ensure adequate ventilation while in vehicles.
- Use masks and/or face shields.
- Do not share food utensils and food with other employees.

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

- For employees who are completing in-person work, health assessments (temperature checks) and/or questionnaires 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.
- Guidance from the employee's health care provider on their return to work date will be required.

Actively encourage sick employees to stay home

- FSP will follow state and federal guidance for return to work guidance.
- Guidance from the staff/employee's health care provider will also be considered.

Checklist for Employers when employee tests positive for COVID-19

- FSP will 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 school or outside.
- Remind staff/employees to review their benefit plans including: FMLA, PTP, paid sick leave, etc.
- All schools must cooperate with the local health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at school.
- Arrange for cleaning of the staff/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.

Suspected/Confirmed COVID-19 Case in Workplace

FSP ensures the following will be completed:

- We will communicate with co-workers.
- We will work with our local health department to provide them with the name of any identified staff/employees that may have been exposed.
- We will report cases to OSHA via their reporting/recordkeeping requirements.
- **FSP** 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 staff/employee's health care provider will also be considered.
- We will perform increased environmental cleaning and disinfection:
 - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
 - Staff/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.

Minimizing Exposure from External Sources

This includes: the general public, parents/family members, professionals from other educational institutions, all vendors, all delivery personnel, US Postal carriers.

- FSP school protocols are evaluated to ensure safety and health of all individuals. This is done through a phased approach. Please refer to FSP's MI Safe Start Plan. General practices include but are not limited to:
 - 6-foot distances are marked in areas where guests of the school might gather/wait
 - In person meetings are to be made by appointments only
 - Limit the number of guests allowed into the school
 - Minimize face to face contact
- Information is posted throughout the school educating individuals on ways to reduce the spread of COVID-19.
- Any individual permitted to enter FSP may have their temperature checked and/or a questionnaire completed prior to entry.
- Physical barriers between FSP staff/employees and visitors will be considered in high volume areas (i.e. shielding at the front desk areas).
- FSP will provide masks to visitors as well as appropriate disinfectants so that individuals can sanitize their hands.

Concluding Statement

This plan is based on information and guidance from the CDC, OSHA and the MI Safe Schools Roadmap at the time of its development. The safety of our staff/employees, students and visitors remain the top priority at Francis Street Primary School. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our school members and visitors. As the COVID-19 outbreak continues to evolve and spread, FSP 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.