



Michigan Mathematics and Science Academy COVID-19 Preparedness and Response Plan

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Address of School District: 27300 Dequindre Rd. Warren, MI 48092

District Code Number: 63924

Building Code Number(s): 03302, 00129

District Contact Person: Oguzhan Yildiz

District Contact Person Email Address: yildiz@mmsaonline.org

Local Public Health Department: Macomb County Health Department

Local Public Health Department Contact Person Email Address: tom.barnes@macombgov.org

Name of Intermediate School District: Macomb Intermediate School District

Name of Authorizing Body: Grand Valley State University

Date of Adoption by Board of Directors: Aug 8, 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

8/8/20
Date

Introduction and Overview

Michigan Mathematics and Science Academy COVID-19 Preparedness and Response Plan ("Plan") has been prepared based on the reopening of schools plan announced by Governor Gretchen Whitmer on June 30, 2020. This plan included a comprehensive 63-page [**"MI Safe Schools Return to Learn Roadmap"**](#) to guide schools for creating plans for in-person learning in each of Michigan's safe start phases. [**Executive Order 2020-142**](#) provides a process for developing these plans.

The Roadmap indicates that schools will be open for in-person instruction if the state is in MI Safe Start Phase 4, 5, or 6 with each phase requiring and/or recommending specific safety protocols. We are currently in Phase 4, so, at this point, we will be open for in-person instruction this fall. If the state falls back to Phase 3 at some point, schools will be closed, and learning will be done at home using our online platforms Google Classroom, Seesaw, and Edgenuity.

The Plan has been prepared in the light of the data and feedback from student attendance and achievement during the distance learning, parent and teacher surveys and meetings, guidance from CDC and local health department, guidance and professional development provided by Grand valley State University and Concept Schools. Surveys and personal communication with parents have shown that there is a need for both learning options. Some parents need to have their child back at school due to being required to return to work. Others want their child to be able to have social interaction which was lost during the spring quarter. There are also those who feel their child did not do well online and that they would do better in the classroom.

Strong and meaningful connection with our students and families is our priority at MMSA. Effective communication at all levels is the key principle for the effective implementation and execution of our Plan.

The experience and data related to distance learning since mid March has informed the Plan which is built on the following components:

- ☐ All required safety protocols will be followed for in-school instruction.
- ☐ All students, in school and at home, will be provided with technology devices, and if needed, Internet access for use at home will be provided for remote learners.
- ☐ All teachers will use Google Classroom or Seesaw as their teaching platform. The lessons created and presented will be the same for both learning settings.

Washing hands, social distancing, and wearing facial coverings are the three essential precautions for all of us to take at all times in the midst of this pandemic. The Roadmap requires some procedures and recommends some others depending on the phase that we are in. In Phase 4, all students and staff are required to wear face coverings when they are in the school building (except for students in grades K-5 when they are in the classroom), students will receive their instruction in one designated classroom (teachers will switch rooms instead of students), a limited number of students can stay in one room at the same time due to social distancing, etc. Our building capacities are able to accommodate the in-person learning of all of our students at the same time.

We recognize that we have parents who have medically fragile students or are uncomfortable about returning to face-to-face instruction, even with safety measures in place. Parents who wish to keep their children home will be able to choose an updated, robust online learning platform that follows the MMSA/Concept Schools curriculum. Parents who choose this option must commit to a minimum of one semester of online learning. Should online learning be necessary (or a blended version of online and in-person instruction) at any point during the school year, devices will be provided to every student. Although in-person learning will look different, our entire team will work to ensure that the social and emotional well-being of students is supported and nurtured.

MMSA staff has been working very hard this summer preparing for welcoming our students back in our buildings. We are confident that we will provide an outstanding education for our children whether in-school or at home. Our staff has participated in various professional development activities including online courses, webinars, meetings, and certification programs for the online platforms that we will use; Google Education, SeeSaw, and Edgenuity.

As always, our top priority is the health and safety of our students, staff, parents, and community, and we will continue to follow the guidance of local, state, and federal health officials. Please reach out to us for any questions or anything that we can do to help; for MMSA Lorraine, cougars@mmsaonline.org, and for MMSA Dequindre, info@mmsaonline.org.

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

Phase 1, 2, or 3 Safety Protocols

- ☐ Schools are closed and all activities are suspended.
- ☐ School buildings are not used by a licensed child-care provider.
- ☐ School employees allowed in buildings for operations and remote live instruction, while maintaining social distancing.
- ☐ Schools enact food distribution programs working with Variety-Foods, or outside community partners.
- ☐ All athletics are suspended.
- ☐ School buildings will be cleaned daily and maintained in functional order. This includes running faucets and flushing toilets daily.
- ☐ No transportation will be provided.

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

- ☐ Mental health screening will be done for all students by a trained professional utilizing our Character Education and/or Advisory classes in conjunction with the School Social Worker.
- ☐ Staff will communicate all students identified as possibly at-risk students to School Administrators as soon as concerns develop.
- ☐ Professional Development will be offered throughout the year on topics of social-emotional learning, trauma-informed best practices, self-care to promote wellness and resilience, as well as needed tools and resources.
- ☐ The Assistant Principal of School Culture will act as the point person for all mental health referrals, communications to families/students, and public-facing wellness materials, and will coordinate with the School Social Worker.
- ☐ The School Leadership Team will check with staff to evaluate physical and mental health status.
- ☐ School Principals will work as a mental health liaison who will work across the school and with local public health agencies, and with community partners.
- ☐ School stakeholders that have mental health concerns resulting from COVID-19 should be sent to info@mmsaonline.org for the Dequindre K-12 Location, or cougars@mmsaonline.org for the Lorraine Elementary K-6 Location.
- ☐ Communications to parents and guardians, including information regarding positive self-care strategies that promote health and wellness, will be sent through one or more of the following communication channels: letters, email, the school information system, School Reach, Class DoJo, the school websites, and social media.

Phase 1, 2, or 3 Instruction

Instruction Phase 1-3 While schools are closed for In-Person Instruction

- ☐ Alternative modes of instruction will be online, distance learning for all students. Google Classroom and Seesaw will be the platforms used by all teachers. High school students will have the opportunity to use Edgenuity for classes.
- ☐ Feedback from parents and teachers, on online learning during the fourth quarter, will be reviewed and evaluated. This will allow for improving the online lessons that will be created and used for distance learning in the fall.
- ☐ All students will need devices (Chromebooks) We are in the process of securing those devices so there can be one per child.
- ☐ All homes will need internet access. We have 65 phone hotspots that parents can use in their homes for school use.
- ☐ Schools will need to make sure online subscriptions to coursework and platforms normally used in school are renewed and active. This includes textbook related, IXL, Brainpop, PBIS and such,
- ☐ Schools will need to make sure all students are enrolled in online subscriptions used as part of curriculum tools.
- ☐ Students receiving special education services will continue to receive them. The special education teachers will set up schedules and do more Zoom type work with students. This will also take place with speech, social work, PT, and OT.

Governance

- ☐ Return to Instruction and Learning working group will be formed which consists of the administration team and teachers.
- ☐ Feedback from families, teachers, and school leaders about their experiences with remote learning will take place with surveys and virtual conversations phone and in-person conversations.
- ☐ District's plan will be revised by incorporating the feedback and input from stakeholders to improve effectiveness.
- ☐ The district's plan will be shared with all stakeholders.

Remote Instruction

- ☐ Revised remote learning plans will be distributed to all involved stakeholders with as much effort as possible made to provide it in everyone's home language.

- Opportunities for ongoing feedback will take place through grading and comments on assignments.
- Remote learning programs will deliver standards-aligned curricula, high-quality instructional materials, and integrate learning. Student engagement, consistency, and differentiation will be promoted. Parent-student agreements will be signed explaining what the expectations are for online schooling.
- Students will be assessed in grades K - 8 during the first few weeks of school, using NWEA testing. The data produced will help give useful information regarding where the students are at academically.
- Student IEPs and 504 plans will be reviewed. Online intervention and support services will take place.
- General and special ed teachers will collaborate on delivery methods for instruction as stated in IEPs. Plans will be developed for the continuation of services for students needing occupational, physical, and/or speech and language therapy, and evaluations by school psychologists and social workers.
- Checkpoints with school leaders will be conducted regarding curriculum and instruction and student progress will be monitored, honing in on the progress of students in need of additional support.
- Schools will remain connected with MDE about policies and guidance.

Communication and Family Support

- Communications to reach every family and student (in their home language as much as possible) through email, home visits, and phone calls will be implemented.
- Modes of assessment, feedback, daily instructional time, and workloads will be communicated.
- Support and resources for families to use at home such as grade-specific activities and strategies for teaching and helping their child will be offered.
- Training on accessing and using the school's digital systems and tools will be provided.

Professional Learning

- Schools will continue to provide professional learning and training through virtual modes for educators.
- Staff will share knowledge, exchange ideas, successes, and failures around remote learning.
- Teachers will share information and data about students' assessment results, progress, and completed assignments.
- Teachers will learn how to use the school's digital systems and tools.
- Professional learning communities will be used for educators to collaborate on prototypes for a week's worth of instruction in order to establish consistency and an appropriate workload.

Monitoring

- ❑ **Connectivity and Access:** Schools will ensure that all students have adequate connectivity and devices necessary to successfully engage in and complete schoolwork.
- ❑ **Attendance:** A system will be developed to monitor and track students' online attendance on a daily basis.
- ❑ **Student work:** Teachers will assess the quality of student work and provide feedback to students adding comments on graded assignments.

Phase 1, 2, or 3 Operations

Facilities

- ❑ Appropriate cleaning supplies have been procured in accordance with CDC Guidelines. Custodial staff will wear protective gear while cleaning aligning to CDC Guidelines.
- ❑ School-level guidance will be provided for cleaning and disinfecting of all core assets. Custodial services will be provided a document to ensure that all spaces are cleaned properly.
- ❑ Facilities have been deep cleaned over the summer and maintained to be ready for in-person instruction.
- ❑ Schools will enact food distribution plans working with Variety Food Services or outside community partners. The district will not have contingency plans to use the building for elections or child-care.
- ❑ Cleaning and disinfection protocols according to the CDC School Decision Tree will be activated if the school is instructed to close for in-person learning.
- ❑ Schools will not make plans to use school buildings for essential actions.
- ❑ Schools will not coordinate with the Local Emergency Management Program.

Technology

- ❑ Families have been surveyed to determine access to devices and internet availability.
- ❑ All students will be provided with a technology device to access instruction. Any family that needs assistance with internet access will be provided with assistance.
- ❑ The IT Department will conduct virtual updates for all devices to ensure that they are functional.
- ❑ How-to-videos will be created on topics such as basic device usage, software, and instructional platforms which will then be posted for parental access as questions arise. Virtual training for parents on software and instructional platforms will also be provided.
- ❑ If schools do not reopen or close for in-person instruction, digital technology devices can be picked up at the schools according to scheduled appointment times.

Budget, Food Service, Enrollment, and Staffing

- ☐ All instructional programming will be provided digitally, and all students will receive a district computer to use for instructional purposes.
- ☐ Schools will enact food distribution plans working with Variety Food Services or outside community partners.
- ☐ If schools do not reopen or close for in-person instruction, digital technology devices can be picked up at the schools according to scheduled appointment times.
- ☐ Communications to parents and guardians, including information regarding positive self-care strategies that promote health and wellness, will be sent through one or more of the following communication channels: letters, email, the school information system, School Reach, Class DoJo, the school websites, and social media.
- ☐ Attendance and time spent on instruction will be done according to the guidelines provided by the MDE.

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

Phase 4 Safety Protocols

Personal Protective Equipment Protocols

- ☐ Facial coverings must always be worn by staff except for meals, should be washed daily, K-5 teachers should consider clear facial coverings.
- ☐ Face coverings must be worn by students, in hallways and common areas except for meals, must be washed daily.
- ☐ Facial coverings must be worn in classrooms by all students grades 6th-12th. Masks must be washed daily.
- ☐ All students in grades K-5th must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
- ☐ Facial coverings must be worn by K-5th students when moving throughout the classroom (out of their assigned seat).
- ☐ If facial coverings are not medically tolerated by a student or a staff a written document, by a medical professional, must be provided to the school.
- ☐ Any student refusing to wear a mask will be placed on virtual instruction.

Hygiene

- ☐ Provide adequate supplies to support healthy behaviors
- ☐ Teach and reinforce proper handwashing techniques.
- ☐ Educate staff and students on how to cough and immediately wash their hands.

- ☐ Students and teachers must have scheduled handwashing with soap every 2-3 hours.
- ☐ Limit the sharing of personal items and supplies.
- ☐ Keep student's personal items separate.
- ☐ Limit the use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual use.
- ☐ Procure portable hand sanitizing stations to set up throughout the building.
- ☐ Custodial staff with systematically and frequently check and refill soap, hand sanitizer, and paper towels. Trash cans will also be emptied systematically and frequently.

Spacing, Movement, and Access

- ☐ Space desks 6 ft apart in classrooms.
- ☐ In classrooms where large tables are utilized, space students as far apart as feasible.
- ☐ Arrange all desks facing the same direction.
- ☐ Teachers should maintain 6 ft of spacing between themselves and students as much as possible.
- ☐ Family members or other guests are not allowed in the building except under extenuating circumstances.
- ☐ Post signage to indicate proper social distancing.
- ☐ Floor tape or other markers should be used at 6 ft intervals where line formation is anticipated.
- ☐ Provide social distancing floor/seating markings in waiting and reception areas.
- ☐ Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene.
- ☐ Adult guests entering the building should be screened for symptoms, wear a facial covering, wash/sanitize hands before entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- ☐ Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.
- ☐ If a classroom has windows they should be open as much as possible.
- ☐ Schools will try to cohort groups of students to isolated hallways or areas that can be monitored.
- ☐ As able, specials (like art or music) should be brought to the classrooms instead of having students move to different locations.
- ☐ Keep 6 ft of distance between people in the hallways.
- ☐ Have staff monitor arrival and dismissal to ensure students go straight from a vehicle to their classrooms and vice-versa.
- ☐ Where possible, physical education should be held outside and social distancing of 6 ft should be practiced.
- ☐ The flow of traffic should be one-way if possible, or hallways should be divided with either side following the same direction.
- ☐ Entrances and exits should be kept separate to keep traffic moving in a single direction.

Screening Students, Staff and Guests/Testing Protocols for Students and Staff and Responding to Positive Cases/Responding to Positive Tests Among Staff and Students

- ☐ Schools will cooperate with the Macomb Health Department in implementing protocols for screening students and staff and with gathering contact tracing information.
- ☐ Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.
- ☐ Students who become ill with symptoms of COVID-19 shall be placed in an identified quarantine area with a disposable surgical mask in place until they can be picked up. Identified school staff caring for these students will wear a disposable surgical mask.
- ☐ Symptomatic students sent home from school should be kept home until they have tested negative or completely recovered according to CDC guidelines.
- ☐ Staff should conduct daily self-examinations including a temperature check. If the staff have unusual, COVID-19 like symptoms or a temperature of 100.4 or greater, the staff member must stay home.
- ☐ Upon arrival, students will have their temperatures checked before entering the building. Any student that has a 100.4 temperature or greater, is required to return home immediately and should consider coronavirus testing if symptoms of COVID-19 are present.
- ☐ Family members or other guests are not allowed in the building unless they have an appointment scheduled with a staff member.
- ☐ Adult guests entering the building should be screened for symptoms, wear a facial covering, wash/sanitize hands before entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- ☐ Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including shortness of breath or cough, should prompt the family to keep the student home from school and follow up with the primary care provider.
- ☐ Families will be notified of the presence of any laboratory or clinically diagnosed COVID-19 cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- ☐ In the event of a clinically or lab diagnosed case of COVID-19, any classrooms and/or school(s) that have been quarantined due to exposure will be closed for 14 calendar days.

Food Service, Gathering, and Extracurricular Activities

- ☐ Indoor assemblies that bring together more than one classroom of students are prohibited.
- ☐ Classrooms or outdoor spaces will be used instead of cafeterias if social distancing guidelines cannot be met for meal times.
- ☐ If cafeterias are used, meal times will be staggered to accommodate social distancing guidelines of 6 feet of separation. Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks. Students and staff should wash their hands or use hand sanitizer before and after every meal.
- ☐ Students and staff should wash hands, or use hand sanitizer, before and after every event.

- ☐ Off-site field trips that require bus transportation are suspended.
- ☐ Recess should be conducted outside whenever possible with appropriate social distancing and classes should be separated. If more than one class is in an area, students should wear masks.
- ☐ All school-supplied student meals will have disposable utensils.

Athletics

- ☐ Elementary has suspended supports for the year.
- ☐ Schools will comply with the guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High Associations (NFHS).
- ☐ Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or gathering. Every participant needs to confirm they are healthy and without any symptoms prior to any event.
- ☐ All equipment must be disinfected before and after each use.
- ☐ Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use.
- ☐ Spectators are allowed provided 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.
- ☐ Each participant must use a clearly marked water bottle for individual use. There is no sharing of this equipment.
- ☐ Handshakes, fist bumps, and unnecessary contact must not occur.
- ☐ Outdoor physical activities are allowed while maintaining social distancing.
- ☐ Large scale indoor spectator events are suspended. Large scale outdoor spectator events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

Cleaning

- ☐ Frequently touched surfaces, including light switches, doors, benches, bathrooms, must undergo cleaning every 4 hours with either an EPA recommended disinfectant or a diluted bleach solution.
- ☐ Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA recommended disinfectant or a diluted bleach solution.
- ☐ Student desks must be wiped down with either an EPA recommended disinfectant or a diluted bleach solution after every class period students change classes.
- ☐ Playground structures must continue to undergo normal routine cleaning.
- ☐ Ensure the safe and correct 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 shields when performing all cleaning activities.

Transportation Protocols

- ☐ All Field Trips requiring bus transportation have been suspended.

Medically Vulnerable Students and Staff

- ☐ Systematically review all plans for accommodating students and staff with special health care needs and update their care plans to limit their risk to exposure to COVID-19.
- ☐ 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 for addressing alternative learning assignments.

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

Mental & Social-Emotional Health

- ☐ Mental health screening will be done for all students by a trained professional utilizing our Character Education and/or Advisory classes in conjunction with the School Social Worker.
- ☐ Staff will communicate all students identified as possibly at-risk students to School Administrators as soon as concerns develop.
- ☐ Professional Development will be offered throughout the year on topics of social-emotional learning, trauma-informed best practices, self-care to wellness and resilience, as well as needed tools and resources.
- ☐ The Assistant Principal of School Culture will act as the point person for all mental health referrals, communications to families/students, and public-facing wellness materials, and will coordinate with the School Social Worker.
- ☐ The School Leadership Team will check with staff to evaluate physical and mental health status.
- ☐ School Principals will work as a mental health liaison who will work across the school and with local public health agencies, and with community partners.
- ☐ School stakeholders that have mental health concerns resulting from COVID-19 should be sent to info@mmsaonline.org for the Dequindre K-12 Location, or cougars@mmsaonline.org for the Lorraine Elementary K-6 Location.
- ☐ Communications to parents and guardians, including information regarding positive self-care strategies that promote health and wellness, will be sent through one or more of the following communication channels: letters, email, the school information system, School Reach, Class DoJo, the school websites, and social media.

Phase 4 Instruction

Modes of Instruction

Michigan Math and Science Academy plans to deliver instruction during Phase 4 using two options for parents.

- ☐ Five days a week, full-day, in-person instruction in the school building
- ☐ Five days a week, full-day, remote learning at home

Students must continue receiving their instruction in the method of instruction, that was chosen by the parent, for the full first semester.

Surveys and personal communication with parents have shown that there is a need for both learning options. Some parents need to have their child back at school due to being required to return to work. Others want their child to be able to have social interaction which was lost during the spring quarter. There are also those who feel their child did not do well online and that they would do better in the classroom.

The major reason parents are planning on not sending their child back to the building but instead doing online learning is because of safety. They do not feel it is safe, at this time, to bring children back together in a large group setting even though safety precautions are going to be put into place and enforced.

- ☐ All required safety protocols will be followed for in-school instruction.
- ☐ All students, in school and at home, will be provided with technology devices, and if needed, Internet access for use at home will be provided for remote learners.
- ☐ All teachers will use Google Classroom or Seesaw as their teaching platform. The lessons created and presented will be the same for both learning settings.

Students with Disabilities

Students with IEPs will receive their required services whether they are in school or remain at home. Online meetings will be held for those doing remote learning. The meeting will be with the special education teacher, social worker, and speech therapist. Physical and occupational therapy will be provided at a day, place, and time agreed upon between parent and therapist.

The district Special Education Coordinator will oversee the planning, scheduling, and compliance of the special education services for each child.

Phase 4 Before schools reopen for In-person or Hybrid instruction

Governance

- A district Return to Instruction and Learning Group composed of stakeholders will be created.
- Feedback from families, teachers, and school leaders about their experiences with remote learning through online surveys and conversations will be gathered.
- The district's remote learning plan will be revised to incorporate feedback and input from stakeholders to improve effectiveness.
- The district's remote learning plan will be shared with stakeholders in case of a return to remote learning.

Instruction

- Schools will activate hybrid learning programs to deliver standards-aligned curricula and high-quality instructional materials. They will integrate synchronous and asynchronous learning that promotes student engagement, consistency, and differentiation. MDE will be consulted for digital resources.
- Expectations will be made clear to school leaders and teachers that hybrid or remote instruction needs to include: best practices, grade level proficiencies, student assessment, feedback, differentiated support, the inclusion of social-emotional learning and guidance around daily instruction time and workload per different grade levels, to ensure consistency for students.
- Schools will set an instructional vision that ensures every student will start the year with access to grade-level instruction and high-quality standards-aligned instructional materials in every subject. Every student will be assessed on the understanding of skills and grade level proficiencies using formative assessments or diagnostics. Every student's academic and social-emotional needs will be addressed.
- Students' IEPs and 504 plans will be revised in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback to design accommodations and match services accordingly.
- Schools will commence intervention and support services. There will be a continuation of services plans for students needing occupational, physical, speech therapy, and evaluations by psychologists and social workers.
- Structures for general and special education teachers to collaborate on delivery methods for assessment and instruction outlined in IEPs will be established.
- Schools will remain connected with MDE about policies and guidance.
- Schools will inventory intervention programs and services available to students.
- Schools **Will Not** secure support for students transitioning to postsecondary.

Communication and Family Support

- ❑ Communication systems needed to reach every family and student (in their home language where possible) through multiple modes of calls, emails, home visits will be implemented.
- ❑ Schools will share with families expectations around their child's return to school. Clear information about schedules, information about assessments, details on curricula of core subjects, and grade level proficiencies and plans for different school opening scenarios will be provided.
- ❑ Family supports that provide training about how to access and use the school's chosen digital systems and tools will be offered. Resources for families to use at home such as grade-specific activities and strategies for teaching, supporting, and helping their child and opportunities to build digital literacy will also be provided.

Professional learning

- ❑ Schools will provide adequate time for educators to engage in curriculum planning and documentation to ensure the stability of instruction on whether school buildings are open or closed. Knowledge and ideas on the use and effectiveness of digital tools and resources that support remote learning will be shared.
- ❑ Students who did not engage in remote learning will be identified as will students who need additional support. Sharing of data and concerns about each student's growth and needs will take place.
- ❑ A plan will be created for professional learning and training to support social-emotional learning and the use of digital systems and tools.

When schools reopen for In-person and Hybrid Instruction

Instruction

- ❑ Schools will ensure every student has access to standards-aligned, grade-level instruction, including strategies to accelerate learning. Students will be assessed to determine readiness to engage in grade-level content and offered support to meet academic and social-emotional needs.
- ❑ Checkpoints will be conducted around curriculum pacing and ongoing monitoring of student progress honing in on the growth of students who need acceleration.
- ❑ Student data will be reviewed to identify gaps and design supports and interventions.
- ❑ Review of IEPs with teachers and parents to reflect needs based on time away from services, including PT, OT, and Speech, while school building was closed will take place.

- ❑ Schools and teachers will set expectations to integrate high-quality digital tools that are appropriate and sustainable at each grade level and increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
- ❑ Communication will take place regularly with families about their child's progress.
- ❑ If hybrid, plans will be activated to monitor and assess:
 - Connectivity and Access - ensuring all students have adequate connectivity and devices necessary to successfully engage in and complete schoolwork.
 - Attendance - developing a system to monitor and track students' online attendance on a daily basis.
 - Student Work - teachers assessing the quality of student work and providing feedback. Students will be able to self-assess their quality of work and reflect on teacher feedback.
- ❑ Schools will procure additional standards-aligned tools or materials to support differentiation and intervention based on students' needs,
- ❑ Schools **Will Not** determine and activate structures outside of regular school day to support students.

Phase 4 Operations

Facilities

- ❑ Appropriate cleaning supplies have been procured in accordance with CDC Guidelines. Custodial staff will wear protective gear while cleaning aligning to CDC Guidelines.
- ❑ School-level guidance will be provided for cleaning and disinfecting of all core assets. Custodial services will be provided a document to ensure that all spaces are cleaned properly, and school administrators will walk the building to ensure compliance.
- ❑ Frequently touched surfaces will be disinfected every 3-4 hours.
- ❑ Facilities have been deep cleaned over the summer and maintained for in-person instruction.
- ❑ Buildings have been audited for the following: classroom size, classroom availability, hallway size, and ventilation systems.
- ❑ Security procedures have been audited and adjustments made to ensure safety, especially when interacting with the general public. Arrival and dismissal protocols, as well as those for travel within the facility, have also been audited and adjusted to ensure safety.
- ❑ Face masks for all students and staff have been procured.
- ❑ Signage for handwashing, social distancing, and updated security protocols have been obtained.
- ❑ Cleaning and disinfection protocols according to the CDC School Decision Tree will be activated if the school is instructed to close for in-person learning.

Budget, Food Service, Enrollment, and Staffing

Technology

- ☐ Families have been surveyed to determine access to devices and internet availability.
- ☐ All students will be provided with a technology device to access instruction. Any family that needs assistance with internet access will be provided with assistance.
- ☐ The IT Department will conduct WiFi access points and wired network device evaluations to ensure that they are functional.
- ☐ If schools close for in-person instruction, digital technology devices can be picked up at the schools according to scheduled appointment times.

Transportation

- ☐ No transportation is provided.

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

Phase 5 Safety Protocols

Personal Protective Equipment Protocols

- ☐ Facial coverings must always be worn by staff except for meals, should be washed daily, K-5 teachers should consider clear facial coverings.
- ☐ Face coverings must be worn by students, in hallways and common areas except for meals, must be washed daily.
- ☐ Facial coverings must be worn in classrooms by all students grades 6th-12th. Masks must be washed daily.
- ☐ All students in grades K-5th must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
- ☐ Facial coverings must be worn by K-5th students when moving throughout the classroom (out of their assigned seat).
- ☐ If facial coverings are not medically tolerated by a student or a staff a written document, by a medical professional, must be provided to the school.
- ☐ Any student refusing to wear a mask will be placed on virtual instruction.

Hygiene

- ☐ Provide adequate supplies to support healthy behaviors
- ☐ Teach and reinforce proper handwashing techniques.
- ☐ Educate staff and students on how to cough and immediately wash their hands.
- ☐ Students and teachers 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.
- ☐ Limit the sharing of personal items and supplies.
- ☐ Keep student's personal items separate.
- ☐ Limit the use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual use.
- ☐ Procure portable hand sanitizing stations to set up throughout the building.
- ☐ Custodial staff with systematically and frequently check and refill soap, hand sanitizer, and paper towels. Trash cans will also be emptied systematically and frequently.

Spacing, Movement, and Access

- ☐ Space desks apart in classrooms to the extent that it is feasible. Class sizes should be kept to the level afforded by spacing decisions.
- ☐ In classrooms where large tables are utilized, space students as far apart as feasible.
- ☐ Arrange all desks facing the same direction.
- ☐ Teachers should maintain 6 ft of spacing between themselves and students as much as

possible.

- ☐ Post signage to indicate proper social distancing.
- ☐ Floor tape or other markers should be used at 6 ft intervals where line formation is anticipated.
- ☐ Provide social distancing floor/seating markings in waiting and reception areas.
- ☐ Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene.
- ☐ Family members or other guests are not allowed in the building unless they have an appointment scheduled with a staff member.
- ☐ Adult guests entering the building should be screened for symptoms, wear a facial covering, wash/sanitize hands before entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- ☐ Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.
- ☐ If a classroom has windows they should be open as much as possible.
- ☐ Schools should try to cohort groups of students to isolated hallways or areas that can be monitored.
- ☐ Keep 6 ft of distance between people in the hallways.
- ☐ Have staff monitor arrival and dismissal to ensure students go straight from a vehicle to their classrooms and vice-versa.
- ☐ Where possible, physical education should be held outside and social distancing of 6 ft should be practiced.
- ☐ The flow of traffic should be one-way if possible, or hallways should be divided with either side following the same direction.
- ☐ Entrances and exits should be kept separate to keep traffic moving in a single direction.

Screening Students, Staff and Guests/Testing Protocols for Students and Staff and Responding to Positive Cases/Responding to Positive Tests Among Staff and Students

- ☐ Schools will cooperate with the Macomb Health Department in implementing protocols for screening students and staff and with gathering contact tracing information.
- ☐ Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.
- ☐ Students who become ill with symptoms of COVID-19 shall be placed in an identified quarantine area with a disposable surgical mask in place until they can be picked up. Identified school staff caring for these students will wear a disposable surgical mask.
- ☐ Symptomatic students sent home from school should be kept home until they have tested negative or completely recovered according to CDC guidelines.
- ☐ Staff should conduct daily self-examinations including a temperature check. If the staff have unusual, COVID-19 like symptoms or a temperature of 100.4 or greater, the staff member must stay home.
- ☐ Upon arrival, students will have their temperatures checked before entering the building. Any student that has a 100.4 temperature or greater, is required to return home immediately and should consider coronavirus testing if symptoms of COVID-19 are present.

- ☐ Family members or other guests are not allowed in the building unless they have an appointment scheduled with a staff member.
- ☐ Adult guests entering the building should be screened for symptoms, wear a facial covering, wash/sanitize hands before entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- ☐ Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including shortness of breath or cough, should prompt the family to keep the student home from school and follow up with the primary care provider.
- ☐ Families will be notified of the presence of any laboratory or clinically diagnosed COVID-19 cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- ☐ In the event of a clinically or lab diagnosed case of COVID-19, any classrooms and/or school(s) that have been quarantined due to exposure will be closed for 14 calendar days.

Food Service, Gathering, and Extracurricular Activities

- ☐ Indoor assemblies will follow social distancing guidelines according to the applicable executive order at the time of the event.
- ☐ Classrooms or outdoor spaces will be used instead of cafeterias if social distancing guidelines cannot be met for meal times.
- ☐ If cafeterias are used, meal times will be staggered to accommodate social distancing guidelines of 6 feet of separation. Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks. Students and staff should wash their hands or use hand sanitizer before and after every meal.
- ☐ Students and staff should wash hands, or use hand sanitizer, before and after every event.
- ☐ Off-site field trips that require bus transportation are suspended.
- ☐ Recess should be conducted outside whenever possible with appropriate social distancing and classes should be separated. If more than one class is in an area, students should wear masks.
- ☐ All school-supplied student meals will have disposable utensils.

Athletics

- ☐ Elementary has suspended supports for the year.
- ☐ Indoor spectator events are limited to 50 people. Large scale outdoor spectator events are limited to 250 people. Spectators not part of the same household must maintain six feet of distance from one another.
- ☐ All equipment must be disinfected before and after use.
- ☐ Buses must be cleaned and disinfected before and after every use.
- ☐ Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Cleaning

- ☐ Frequently touched surfaces, including light switches, doors, benches, bathrooms, must undergo cleaning every 4 hours with either an EPA recommended disinfectant or a diluted bleach solution.
- ☐ Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA recommended disinfectant or a diluted bleach solution.
- ☐ Student desks must be wiped down with either an EPA recommended disinfectant or a diluted bleach solution after every class period students change classes.
- ☐ Playground structures must continue to undergo normal routine cleaning.
- ☐ Ensure the safe and correct storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- ☐ Staff should wear gloves, surgical masks, and face shields when performing all cleaning activities.

Transportation Protocols

- ☐ All Field Trips requiring bus transportation have been suspended.

Medically Vulnerable Students and Staff

- ☐ Systematically review all plans for accommodating students and staff with special health care needs and update their care plans to limit their risk to exposure to COVID-19.
- ☐ 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 for addressing alternative learning assignments.

Phase 5 Mental & Social-Emotional Health

- ❑ Mental health screening will be done for all students by a trained professional utilizing our Character Education and/or Advisory classes in conjunction with the School Social Worker.
- ❑ Staff will communicate all students identified as possibly at-risk students to School Administrators as soon as concerns develop.
- ❑ Professional Development will be offered throughout the year on topics of social-emotional learning, trauma-informed best practices, self-care to wellness and resilience, as well as needed tools and resources.
- ❑ The Assistant Principal of School Culture will act as the point person for all mental health referrals, communications to families/students, and public-facing wellness materials, and will coordinate with the School Social Worker.
- ❑ The School Leadership Team will check with staff to evaluate physical and mental health status.
- ❑ School Principals will work as a mental health liaison who will work across the school and with local public health agencies, and with community partners.
- ❑ School stakeholders that have mental health concerns resulting from COVID-19 should be sent to info@mmsaonline.org for the Dequindre K-12 Location, or cougars@mmsaonline.org for the Lorraine Elementary K-6 Location.
- ❑ Communications to parents and guardians, including information regarding positive self-care strategies that promote health and wellness, will be sent through one or more of the following communication channels: letters, email, the school information system, School Reach, Class DoJo, the school websites, and social media.

Phase 5 Instruction

Instruction

The form of instruction in Phase 5 will not be very different from what will be done in Phase 4. The choice of learning will be in-person and remote. It is possible that more students will take part in the in-school learning because parents would feel more confident about their child being safe in school. Students who began in remote learning for the first semester cannot switch to in-person learning until the second semester even if Phase 5 is reached during the first semester. If more children return to the building during the second semester, more classrooms will need to be used so social distancing can continue.

Before schools reopen for In-person Instruction

Governance

- ☐ Schools will create a district Return to Instruction and Learning workgroup composed of stakeholders on the district and school level. It will gather feedback from families, teachers, and school leaders about their experiences with remote learning through surveys or conversations. District's remote learning plan will be revised incorporating feedback and input to improve its effectiveness. A learning plan will be shared with stakeholders in case of a return to remote learning.

Instruction

- ☐ An instructional vision will be set that ensures every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject. Every student will be assessed on their understanding of skills and grade level proficiencies using formative assessments and diagnostics. Every students' academic and social-emotional needs will be addressed.
- ☐ Schools will be supported to implement grade-level curricula that are aligned to Michigan PreK-12 standards.
- ☐ Student IEPs and 504 plans will be revised in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback. Intervention and support services will commence.
- ☐ There will be an Inventory for all intervention programs and services available to students.
- ☐ .Schools will remain connected to MDE about policies and guidance.
- ☐ Continuation of a services plan will be developed for students needing OT, PT, and/or Speech, psychologist, and social worker.
- ☐ Schools **Will Not** secure support for students transitioning to postsecondary.
- ☐ Schools **Will Not** support teachers to utilize power standards

Communications and Family support

- ❑ Communication systems needed to reach every family and student (in-home language as best as possible) will be implemented through calls, emails, home visits. Expectations around their child's return to school will be shared along with information about assessment, curricula used in each core subject and grade-level proficiencies. Plans for each school's opening scenarios will be made.
- ❑ Schools will provide resources that demonstrate that the schools value parents as partners in their child's education. Family supports providing training about how to access and use the school's digital system and tools will be offered. Opportunities to build their digital literacy and give strategies to support their child's learning at home will be given.

Professional learning

- ❑ Adequate time for educators to engage in curriculum planning and documentation to ensure the stability of instruction will be provided, whether school buildings are open or closed. Students will be identified who did not engage in remote learning and a plan will be developed to provide support. Data and concerns about the student's growth and needs will be shared with the student's 2020-21 assigned teacher. Identify students who need additional support. Knowledge and ideas about the use and effectiveness of digital tools and resources that support remote learning will be shared.
- ❑ Schools will create a plan for professional learning and training. Restorative support and learning for teachers around social-emotional learning and culturally responsive education will be offered. Training of leaders and educators in chosen digital systems and tools will take place
- ❑ Schools **Will Not** build capacity to design blended and remote learning. Learning will be in-school or remote.

When schools reopen for In-person Instruction

Instruction

- ❑ Every student will have access to standards-aligned, grade-level instruction. Students will be assessed to determine student readiness to engage in grade-level content and will be offered support to meet their academic and social-emotional needs.
- ❑ Schools will conduct checkpoints around curriculum pacing and ongoing monitoring of student progress.
- ❑ Student data will be reviewed to identify gaps in student learning and support and interventions will be designed.
- ❑ A review will be conducted of each student's IEP with teachers and parents to reflect the student's needs.

- ❑ The school will procure additional standards-aligned tools to support differentiation, intervention and remote learning based on student needs.
- ❑ Expectations will be set for teachers to integrate high-quality digital tools appropriate and sustainable at each grade level. Teacher and student familiarity will be increased with online learning in case of a return to remote instruction.
- ❑ Schools will be supported to communicate regularly with families about their child's progress and plans for students in need of additional support.
- ❑ Schools **Will Not** determine and activate structures outside of regular school days.

Phase 5 Operations

Operations

Precautions and maintenance of the building will remain the same in Phase 5 as what will be done in Phase 4. Cleaning, disinfection, and having adequate amounts of supplies on hand will continue to be a priority. Even though many of Phase 4 strongly recommended protocols will be lowered to the recommended status, the schools will follow them until we are able to enter Phase 6. It is better to be cautious and move slowly in order to avoid moving back to situations where restrictions would need to be put back.

Facilities

- ☐ Appropriate cleaning supplies have been procured in accordance with CDC Guidelines. Custodial staff will wear protective gear while cleaning aligning to CDC Guidelines.
- ☐ School-level guidance will be provided for cleaning and disinfecting of all core assets. Custodial services will be provided a document to ensure that all spaces are cleaned properly, and school administrators will walk the building to ensure compliance.
- ☐ Frequently touched surfaces will be disinfected every 3-4 hours.
- ☐ Facilities have been deep cleaned over the summer and maintained for in-person instruction.
- ☐ Buildings have been audited for the following: classroom size, classroom availability, hallway size, and ventilation systems.
- ☐ Security procedures have been audited and adjustments made to ensure safety, especially when interacting with the general public. Arrival and dismissal protocols, as well as those for travel within the facility, have also been audited and adjusted to ensure safety.
- ☐ Face masks for all students and staff have been procured.
- ☐ Signage for handwashing, social distancing, and updated security protocols have been obtained.
- ☐ Cleaning and disinfection protocols according to the CDC School Decision Tree will be activated if the school is instructed to close for in-person learning.

Budget, Food Service, Enrollment, and Staffing

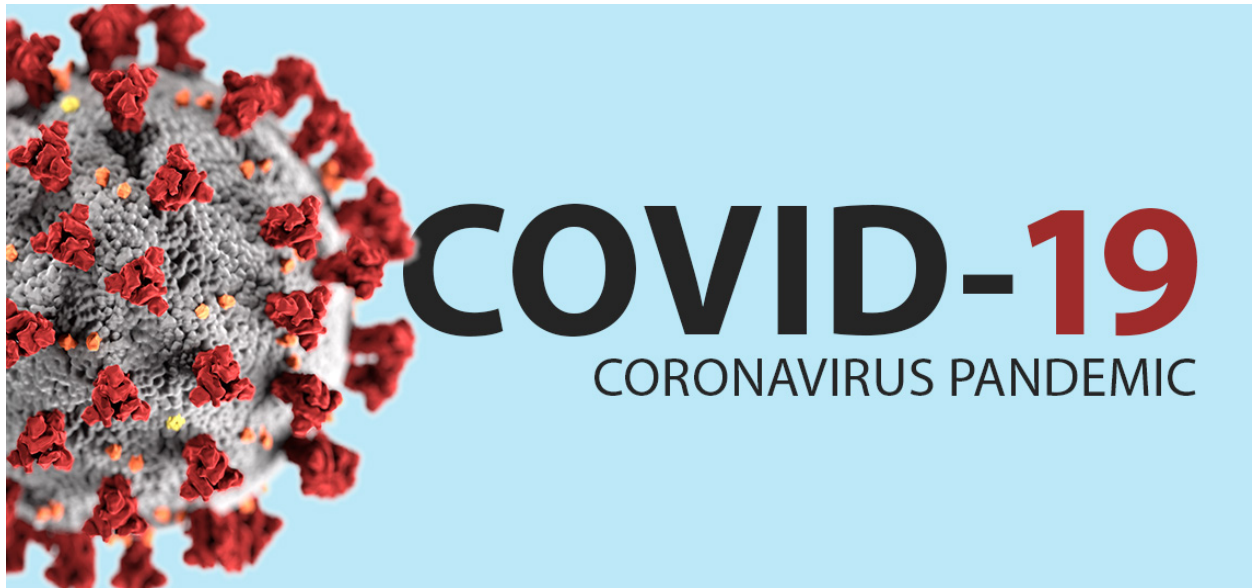
Technology

- ☐ Families have been surveyed to determine access to devices and internet availability.
- ☐ All students will be provided with a technology device to access instruction. Any family that needs assistance with internet access will be provided with assistance.
- ☐ The IT Department will conduct WiFi access points and wired network device evaluations to ensure that they are functional.

- ☐ If schools close for in-person instruction, digital technology devices can be picked up at the schools according to scheduled appointment times.

Transportation

- ☐ No transportation is provided.



MidWest Management Group, Inc.

RE-OPENING CLIENT ASSISTANCE TOOL KIT

- Excerpt of Executive Order 2020-114
- CDC ReOpening_America_Cleaning_Disinfecting_Decision Tool
- Symptoms of Coronavirus – What You Need to Know
- Entry Screening Checklist-COVID – 19

For the full version of the Governor's Executive Order 2020-114 (June 05, 2020) visit:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-531123--,00.html

For further information and resources from the Center for Disease Control visit:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

This manual has been provided as a reference tool to assist the worksite in creating and maintaining a COVID-19 re-opening safety program.

This Manual is provided as an overview and informational tool only. MidWest Management Group, Inc. and its affiliates shall not be held liable and shall be held harmless for any omissions and/or errors contained herein or the worksite required implementation of health and safety programs required for their institution, industry (economic sector). It is the responsibility of the worksite Administration, to know, understand and implement the MIOSHA Standards and compliance with the Governor's Executive Orders as may be applicable to their institution, industry (economic sector) for the protection of workers placed at the worksite location.

Excerpt of Executive Order 2020-114 (COVID-19) (June 5, 2020)

Safeguards to protect Michigan's workers from COVID-19

The measures put in place by these executive orders have been effective: the number of new confirmed cases each day continues to drop. Although the virus remains aggressive and persistent—on June 4, 2020, Michigan reported 58,241 confirmed cases and 5,595 deaths—the strain on our health care system has begun to relent, even as our testing capacity has increased. We are now in the process of gradually resuming in-person work and activities. In so doing, however, we must move with care, patience, and vigilance, recognizing the grave harm that this virus continues to inflict on our state and how quickly our progress in suppressing it can be undone.

In particular, businesses must do their part to protect their employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. But we can and must do more: no one should feel unsafe at work. With Executive Orders 2020-91 and 2020-97, I created an enforceable set of workplace standards that apply to all businesses across the state. I am now amending those standards to include new provisions governing in-home services, personal care services, sporting and entertainment venues, and gyms.

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. All businesses or operations that require their employees to leave the homes or residences for work must, at a minimum:
 - a. Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (“OSHA”) and available [here](#). Within two weeks of resuming in-person activities, a business’s or operation’s plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
 - b. Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
 - c. Provide COVID-19 training to employees that covers, at a minimum:
 1. Workplace infection-control practices.
 2. The proper use of personal protective equipment.
 3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

4. How to report unsafe working conditions.

- d. Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- e. 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.
- f. Provide non-medical grade face coverings to their 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.
- g. Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- h. 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).
- i. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- j. Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- k. When an employee is identified with a confirmed case of COVID-19:
 - 1. Immediately notify the local public health department, and
 - 2. Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the *person with a confirmed case of COVID-19.

*Labor law attorney best practice advises the person with a confirmed case of COVID-19 shall remain anonymous to co-workers, contractors or suppliers upon such notification (this paragraph not part of the Executive Order Excerpt).

Note: #14 of Executive Order No. 2020-114 states: Employers must maintain a record of the requirements set forth in Sections 1(c), (d), and (k).

- l. An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease

Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the local public health department.

- m. Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- n. Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep cleaning.
- o. Restrict business-related travel for employees to essential travel only.
- p. Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- q. Promote remote work to the fullest extent possible.
- r. Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

7. Offices must:

- a. Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.
- b. Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.
- c. Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).
- d. Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- e. Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings).
- f. Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office. Use virtual meetings whenever possible.
- g. Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.
- h. Post signs about the importance of personal hygiene.

- i. Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).
- j. Institute cleaning and communications protocols when employees are sent home with symptoms.
- k. Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.
- l. Suspend all nonessential visitors.
- m. Restrict all non-essential travel, including in-person conference events.

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

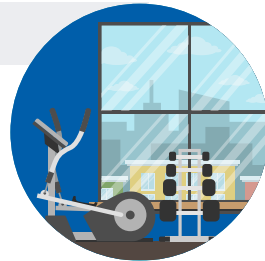
YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

**Hard and non-porous materials
like glass, metal, or plastic.**

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

**Soft and porous materials like carpet,
rugs, or material in seating areas.**

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Symptoms of Coronavirus

What you need to know:

- Anyone can have mild to severe symptoms.
- **Older adults and people who have severe underlying medical conditions** like heart or lung disease or diabetes seem to be at higher risk for developing more serious complications from COVID-19 illness.

Watch for symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

ENTRANCE SCREENING CHECKLIST - COVID-19

COVID-19 Site Screener: 1) must wear PPP gloves and a mask 2) must clean hands (glove covered as well) with hand sanitizer (70% or more alcohol) before and after each entrant. Clean Device each day as needed.

Note: If taking entrant temperature and Thermometer Device comes in contact with entrant: **screeners must clean device using a CDC approved disinfectant (as example: Alcohol of 70% or more swab).**

If an entrant presents as *symptomatic at entry screening; instruct them to seek medical attention/advice and once cleared by medical professional return with a medical provider release.

[illegible]

Per CDC Guidelines: Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms *may have* COVID-19:

- Fever (100.4 or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea