



## **Vista Meadows Academy COVID-19 Preparedness and Response Plan**

Address of School District: 20651 West Warren, Dearborn Heights, MI 48127

District Code Number: 82716

Building Code Number(s): 82716

District Contact Person: Dr. Ticheal Jones

District Contact Person Email Address: [t-jones@vistameadowspsa.com](mailto:t-jones@vistameadowspsa.com)

Local Public Health Department: Wayne County Dept. of Health, Veterans & Community Wellness

Local Public Health Department Contact Person Email Address: [sescamil@waynecounty.com](mailto:sescamil@waynecounty.com)

Name of Intermediate School District: Wayne County Resa ISD

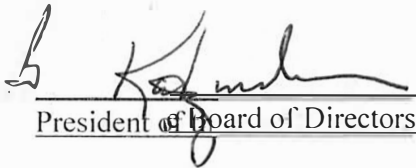
Name of Authorizing Body: Bay Mills Community College

Date of Adoption by Board of Directors: 8-10-20



### 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 Board of Directors

August 11, 2020  
\_\_\_\_\_  
Date



## **Introduction and Overview**

Vista Meadows Academy is a 9-12 public school academy located in Dearborn Heights, Michigan serving less than 200 students. The small high school setting for Detroit area students provides support for student achievement by offering after school programs, college readiness assessments, and extensive summer opportunities.

The school is located on the campus of Vista Maria and features five important characteristics, which are small class sizes, large beautiful campus, extensive after-school programming, free credit recovery, and college readiness assessments. Their goal is to create a positive learning community that teaches students how to participate in making decisions, fosters strong work ethic and outstanding academic performance.

### **Mission**

Vista Meadows Academy's mission is to engage our students in a safe, innovative learning environment that will enable them to graduate and function as productive citizens of society.

### **Vision**

Vista Meadows Academy is committed to closing the achievement gap. Through nurturing relationships and differentiated learning, students will be equipped with the skills and resources necessary for post-secondary success.

### **Academy Values**

Vista Meadows Academy understands that the majority of its students have not had the kind of experiences that prepare students for the rigors of high school and beyond. Because these students have not had the opportunity to build a perception of themselves as contributors to an academic community or as active learners, and because we are committed to closing the achievement gap, the academy will be:

- Flexible
- Respectful
- Transformational
- Redemptive
- Forgiving
- Understanding
- Individualized
- Encouraging
- Alternative
- Persistent
- Resilient
- Thoughtful



### **Guiding Principles**

Decisions about reopening are all guided by the latest recommendations provided by the Centers for Disease Control (CDC) orders from state and local governments, as well as consultation with healthcare professionals. The day-to-day status of COVID-19 cases will likely fluctuate in the coming months and continue to vary from region to region. This means that while we cannot predict with certainty what the COVID-19 cases in our region will look like in the months ahead, we can rely on a series of guiding principles to help us make decisions, evaluate those decisions, and adjust as necessary.

The following guiding principles will be considered as we make decisions about reopening. When faced with a decision and challenge, we will consider our strategic plan. Our priorities remain:

- **Climate & Culture:** Increase students' academic success by building family and community partnerships.
- **Student Achievement:** Increase student achievement of all students by implementing innovative and equitable teaching practices.
- **Resources & Processes:** Engage in proactive planning and visioning to respond to the changing educational needs of the district and to maximize our resources.

These past several months have served as a great reminder of the role that schools play in ensuring an equitable education for all students. Schools create conditions that support students with their social/emotional needs, develop lifelong friendships, explore their passions, and channel their energy into productive pursuits and activities. Reopening our school in a manner that is responsive to the needs of families and communities will involve novel challenges with many undetermined factors. Vista Meadows Academy is prepared for any scenario that may arise.

As we prepared for the new school year, the Vista Meadows Academy leadership team led the effort by researching best practices, reflecting upon lessons learned from the continuity learning plan and the summer school program, and they elicited feedback from various stakeholders. The rich feedback came from academy developed quantitative and qualitative surveys in order to make informed decisions that would be beneficial to the whole child and academic environment. Our partnership with our management company (CS Partners), teachers, support staff, Vista Maria, the students, local health department, and our Board of Directors aided in the collaboration to create this guide in an effort to organize a set of directions and protocols aligned to the guidance of the Centers for Disease Control (CDC) and Governor Gretchen Whitmer's Return to School Roadmap.

After implementing the continuity of learning plan earlier in the year, the leadership wanted to ensure the students had additional opportunities before the fall return. In an effort to ensure student learning continued, Vista Meadows Academy offered an online summer school program



for all students. The foci during the four week summer school was credit recovery and student support. As of this writing we are concluding summer school and analyzing the survey results, achievement data, and reflecting on lessons learned.

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

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

In PHASE 1-3 of the Michigan Safe Start Plan, schools are closed to in-person instruction, this also includes the suspension of all athletics, based on the Governor's executive order and learning is conducted through Vista Meadows Academy's continuous learning plan. Students and most school-based staff will continue to engage in virtual learning through AMA's continuous learning plan. School buildings will be open in a limited fashion, with essential workers, for critical operations such as: district employees (including teachers) or contractors necessary to conduct minimum basic school operations, including remote instruction, as determined by the school leader. Visitors will not be permitted at school sites during this phase, with the exception of food and device deployments.

### **Presence of School Employees**

School employees and contractors will be physically present in the school building at scheduled times for the purposes of conducting basic school operations, which may include remote live instruction, and front office duties. Employees or contractors conducting minimum basic school operations will be required to follow the CDC guidelines for mask-wearing and physical distancing of six feet or more while present in the building.

### **Personal Protective Equipment**

*VMA is closed to in-person instruction.*

### **Personal Protective Equipment**

- Facial coverings must always be worn by staff and students except for meals.
- Facial coverings must always be worn in hallways, classrooms and common areas by all 5-12 students.
  - Facial coverings may be homemade.
  - Any staff member or student who cannot medically tolerate a facial covering must provide a medical doctors note and a face shield can be worn instead.
  - Any staff member or student that, is incapacitated or unable to remove the facial covering without assistance, must provide a medical doctors note and a face shield can be worn instead.
  - Homemade facial coverings must be washed daily.



- Disposable facial coverings must be disposed of at the end of each day.
- Special education teachers will consider wearing clear masks.
  - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

## **Hygiene**

*VMA is closed to in-person instruction.*

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.
- Limit the sharing of personal items and supplies such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit the use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Procure hand sanitizing areas in every classroom.

## **Spacing, Movement, and Access**

VMA is closed to in-person instruction. However, employees or contractors conducting minimum basic school operations will be required to follow the CDC guidelines for social/physical distancing of six feet or more while present in the building.

## **Screening Students & Staff**

*VMA is closed to in-person instruction.*

### **Required & Strongly Recommended Protocols:**

- VMA will cooperate with the local public health department and Wayne RESA regarding implementing protocols for screening students and staff.
- VMA will 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 will be immediately quarantined and provided a KN95 mask and shall be picked up and taken home immediately.



- Symptomatic students sent home from school will remain out of school until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they will stay home.

### **Recommended Protocols:**

- An electronic monitoring form for screening employees has been developed.
- Vista Meadows Academy will check the student's temperature at the arrival doorevery morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater will be sent home and encouraged to consider coronavirus testing if symptoms of COVID-19 are present.
- Parents will be encouraged to monitor the students for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, will prompt the family to keep the student in the unit from school and to follow up with a primary care provider.

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

*VMA is closed to in-person instruction.*

**Required & Strongly Recommended Protocols:** VMA will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.

- Notify local health officials, staff, and students immediately of any possible case of COVID19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six-feet apart for 15+minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts that require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
  - Note: VMA will provide staff with guidance on confidentiality laws and statutes that protects student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).



- Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about a return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
  - Smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

### **Food Service, Gathering and Extracurricular Activities**

VMA is closed to in-person instruction.

### **Required Protocols:**

Vista Meadows Academy will adhere to the following required protocols as outlined in the MI Safe Start Road Map.

- Vista Meadows Academy is located on the campus Vista Maria. In Phases 1-3 Vista Maria is a closed campus to all visitors due to their residential youth. VMA will not distribute food during the closure however; they will partner with local food banks, and food distribution sites to continue to provide access to meals for the students.
- All inters-school activities are discontinued.
- After-school activities are-suspended.

### **Cleaning**

While the school is closed for in-person instruction, cleaning protocols will be adjusted to ensure the school building remains functional. Though there will be a minimum number of staff members in the building, the designated cleaning staff will be required to clean common areas with special attention to doorknobs, light switches, hallways, restrooms, and the main office.

### **Licensed Child Care Provider**

Unfortunately, Vista Meadows Academy is not able to provide child care for frontline workers.

### **Busing and Student Transportation**

Vista Meadows Academy does not currently provide busing operations for students.

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





For our district, we believe mental and social-emotional health is a critical and foundational piece to the success of this coming year. Vista Meadows Academy will address the social and emotional health of all stakeholders. Social-emotional and mental health resources will be available to support students online. VMA will use homeroom and seminar classes to provide instruction on social-emotional topics. VMA instructional staff will have required professional development that focuses on understanding mental wellness and appropriate tools to support students. Our School Social Worker will provide mental health support and resources, including group counseling and consultation for students and families as needed as well as individual counseling with students and related consultation with families and staff. We used the CASEL Reunite, Review, Thrive document to guide and support our thinking.

Vista Meadows Academy will adhere to the following strongly recommended protocols as outlined in the MI Safe Start Road Map.

- Establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams
  - Our district will implement a mental health screening for all students. The screening tool we will use is compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Some of the indicators that staff can look for remotely that may indicate that students are experiencing effects of trauma are:
  - lack of engagement/participation in lessons
  - lack of completion of assignments
  - students leaving/logging out class often
  - change in the quality of work or grades
  - poor attendance
  - frequent complaints of illness
  - comments of hopelessness or loss, either written or verbal

Additional indicators that VMA staff should be aware of in uncertain times like Covid-19:

- comments that things will never return to normal
  - comments about the fear of getting sick
  - obsessive washing or distancing
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- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.



- Establish a comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g., loss of a student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Teachers will teach weekly SEL lessons and will provide a space for students to share out during morning meetings during online instruction. Topics from our SEL programs will include but are not limited to Diversity & Inclusion, Empathy & Critical Thinking, Communication, Problem Solving, and Peer Relationships.
- Designate the School Social Worker and Special Education Coordinator as the mental health liaisons who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - Destigmatization of COVID-19
  - Understanding normal behavioral response to crises
  - General best practices of talking through trauma with children
  - Positive self-care strategies that promote health and wellness
- The school leadership team, and/or social worker will host meetings and provide information on an ongoing basis. Information will also be provided via Remind, Google Messenger, School Reach Messenger and the school's website.

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

#### **Governance**

Vista Meadows Academy formed a Return to Learn Taskforce which included a diverse group of stakeholders led by the School Leadership Team and the Director of School Leadership. Using remote surveys, emails, virtual meetings, and personal accounts, the task force gathered feedback from teachers, students, Vista Maria staff and leadership to reflect on the spring Continuity of Learning plan for the purpose of improving its effectiveness for reopening in fall 2020.

This feedback has provided insight for developing our Phase 3 and 4 online instructional learning options. Additionally, survey results found that 20% of families that responded preferred traditional in-school learning and 80% of families preferred some form of online learning. Feedback from parents has been shared with teachers. Teachers have been a vital part of our Return to School Planning Team and providing valued feedback. The Phase 3 plan incorporates feedback and input from stakeholders. This plan, and the plans for Phase 4 and 5, will be shared



with all stakeholders via Google Meet meetings, School Messenger, email and on the Academy's website.

We have purchased the instructional intervention program Pathblazer program through Edgenuity. Students access their Pathblazer learning for intervention during the school day. If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. For the online model, all students will have access to devices by VMA to successfully engage in and complete school work. These will be distributed in August. Daily student attendance will be monitored through Google Classroom or Edgenuity. Online student work will be assessed for quality and feedback provided by VMA staff and students will have the opportunity to conference with teachers on personal learning progress and results. This will be monitored by the instructional leadership team. Parents, teachers, and students will have the opportunity to provide feedback during Phase 3 instruction through surveys, email, and phone. The instructional team, School Leader, and Director of School Leadership stay abreast of MDE policies and guidance through the listserv, Wayne RESA, and other avenues. The School Leader is the contact person for MDE and consults with the instructional team as needed. Teachers will provide weekly lesson plans which will be monitored by school instructional leaders for pacing and student progress. Instructional leaders will assist teachers to address the knowledge gaps that students may have. Student data and progress will be reviewed during staff meetings to identify trends and gaps for teachers to provide re-teaching support, and or acceleration. The instructional team will also analyze student data for progress monitoring, especially those in need of support.

### **Exceptional Students**

Before school starts, students' IEPs, 504 plans, and our English language learners' needs will be revised in coordination with the general and special education teachers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

- Developing a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

General and special education teachers will collaborate through Google Meet meetings, email, and phone communication on a bi-weekly basis to discuss students' individual needs and adjust students' plans and services accordingly based on their current needs. Assessments and instruction will be provided based on what the school district has available to the student body.



Students with IEP's and 504 plans services will continue virtually while following the CDC guidelines. Service providers will utilize Google Meet or Zoom and Google Classroom to meet 1:1 with students and/or in small groups.

### **Communication & Family Supports**

Communication will be vital during this process and have therefore identified multiple modes of communication (both one-way and two-way) enabled us to most effectively communicate with staff, students, and the parents/guardians. We used and will continue to use multiple modes including our school website, School Messenger, email, and phone calls. As we move forward we will implement the following communication protocols:

- Maintain timely, accurate, and clear two-way communication with staff, and the parents regarding student's academic and social-emotional functioning and school and classroom information.
- Clearly communicate all plans and expectations for your child's return to school including modes of assessment, details about curriculum, and expectations for grade-level proficiencies.
- Ensure all communications are in both English and the home language of our students.

### **Professional Learning**

Vista Meadows Academy has created a professional development calendar for the school year to support the implementation of the learning plan. Careful and intentional supports have been put in place to ensure ample planning time for staff to acclimate themselves to new training, curricula resources, and time to plan for implementation. Professional learning will include:

- Climate & Culture: Increase students' academic success by building family and community partnerships.
- Student Achievement: Increase student achievement of all students by implementing innovative and equitable teaching practices.
- Resources & Processes: Engage in proactive planning and visioning to respond to the changing educational needs of the academy and to maximize our resources.
- Safety protocols: PPE, hygiene, social distancing, movement, screening, responding to symptoms, cleaning, medically vulnerable students.

### **Monitoring**

Attendance will be tracked via Google Meet, Google Classroom, Edgenuity and PowerSchool. The classroom teacher will record the attendance and submit to the student accounting office. Communication with students and families will occur via School Messenger, VMA webpage, email, and phone.

Quality of student work and teacher feedback will be provided to students and parents on a regular basis through written communication via Google Classroom. The VMA regular grading scale will be implemented. A letter based grading scale is in place for grades 9-12.



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

### **Strongly Recommended Protocols:**

Vista Meadows Academy will adhere to the following strongly recommended protocols as outlined in the MI Safe Start Road Map.

### **Facilities**

*VMA is closed to in-person instruction.*

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Continue to maintain schools in good working order to prepare for the subsequent return of students.
- Execute school cleaning and disinfection protocols according to the CDC School Decision Tree.
- Custodial staff will wear surgical masks when performing cleaning duties especially when near other employees.
- Participate and advocate for Wayne RESA to coordinate with the Local Emergency Management Programs (LEMP) for support with the procurement of cleaning and disinfection supplies.

### **Strong Recommended Protocols Not Implemented**

- Given the unique nature of Vista Meadows Academy being located on the campus of Vista Maria which houses a residential facility for youth, If requested by Wayne RESA, Vista Meadows Academy will not create a contingency plan to coordinate the use of the building for essential actions including elections, and food distribution.

### **Technology**

*VMA is closed to in-person instruction.*

### **Strongly Recommended Before Schools Reopen:**

- Continue to communicate and work with the students and families to collect information about the numbers, types, and conditions of devices used needed to support remote learning.
- Designate the Assessment Coordinator as a single point of contact to plan and communicate with the Vista Meadows technology team.
- Designate a Technology Coordinator as the device and/or general technology support lead for the school.
- Develop a technology plan that includes training and support for educators, students, and parents to adapt remote learning for the classroom.
- The technology process leader will be the Technology Coordinator, leading to key efforts and her contact information will be listed on the district website.



- Where practical given demands on parents/guardians, we have a technology coordinator that can support communication regarding the use of technology and serve as a “help desk.”
- Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures will include:
  - Safely bagging devices collected at schools;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Ordering accessories as needed; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
- Identify a vendor to assist with processing, returning, and maintaining devices if needed.
- Develop on-site triage of staff that includes the Technology vendor to monitor devices to minimize the time that staff or students may be without a device.
- Utilize the Technology Coordinator and Technology Vendor to prepare the Infrastructure Evaluation process. Every Wi-Fi access point and the wired network device will be tested.
- Develop a technology support plan for students.

### **Digital Device Access**

All enrolled students at Vista Meadows Academy will have access to ChromeBooks or other digital devices. A needs analysis was completed and analyzed. New ChromeBooks have been purchased for each student to have access to a device.

### **Staff Redeployment**

Staff will be redeployed to meet the needs of the students.

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

### **Phase 4 Safety Protocols**

Vista Meadows Academy will adhere to the following required & strongly recommended protocols as outlined in the MI Safe Start Road Map.

### **Personal Protective Equipment**

- Facial coverings must always be worn by staff and students except for meals.
- Facial coverings must always be worn in classrooms, hallways and common areas by all students.
  - Facial coverings may be homemade.
  - Any staff member or student who cannot medically tolerate a facial covering must provide a doctor’s note and wear a shield.
  - Any staff member or student that, is incapacitated or unable to remove the facial covering without assistance, must provide a doctor’s note and wear a shield.





- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.
- Special education teachers will consider wearing clear masks.
  - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

## Hygiene

### **Required Protocols:**

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper hand washing techniques).
- Teach and reinforce hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

### **Strongly Recommended Protocols:**

- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers must have scheduled hand washing with soap and water every 2-3 hours.
- Limit the sharing of personal items and supplies such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, or containers.
- Limit the use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Procure hand sanitizing areas in every classroom.

### **Spacing, Movement, and Access Strongly Recommended:**

- Class sizes will be kept to the level afforded by necessary spacing requirements. In order to maintain physical-distancing, desks will be spaced 3-6 feet apart as feasible according to the considerations indicated by the [American Academy of Pediatrics](#).
- In classrooms where large tables are utilized, space students as far apart as feasible.
- As feasible, arrange all desks facing the same direction toward the front of the classroom.
- Teachers will maintain six-feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Post signage to indicate proper social distancing.
- Floor tape or other markers will be used at six-foot 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 techniques.
- Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Efforts will be made to keep six-feet of the distance between people in the hallways. Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able. Staff will be assigned to monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- The flow of foot traffic will be directed in only one direction, if possible. If the one-way flow is not possible, hallways will be divided with either side following the same direction.
- Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Classroom windows will be opened as much as possible weather permitting. Considerations will be made for students with allergy-induced asthma.

#### **Screening Students and Staff Required Protocols:**

- VMA will cooperate with the local public health department and Wayne RESA regarding implementing protocols for screening students and staff.

#### **Strongly Recommended Protocols:**

- VMA will 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 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they will stay home.

#### **Recommended Protocols:**

- An electronic monitoring form for screening employees will be developed.
- Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater will stay home and consider coronavirus testing if symptoms of COVID-19 are present.





- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, will prompt the family to keep the student home from school and to follow up with a primary care provider.

### **Testing Protocols for Students and Staff and Responding to Positive Cases**

#### **Required Protocols:**

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

Vista Meadows Academy will adhere to the following strongly recommended protocols as outlined in the MI Safe Start Road Map

- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school will be kept 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 six-feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. The classroom or areas exposed will be immediately closed until cleaning and disinfection can be performed. Students and staff will be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

#### **Recommended Protocols:**

- Parents and guardians are encouraged to check students' temperature at home every morning. Students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, will prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

#### **Responding to Positive Tests Among Staff and Students Required Protocols:**

- VMA will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. Vista Meadows Academy will adhere to the following strongly recommended protocols as outlined in the MI Safe Start Road Map.



- Notify local health officials, staff, and students immediately of any possible case of COVID19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six-feet apart for 15+minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
  - Note: VMA will provide staff with guidance on confidentiality laws and statutes that protect students and staff health information. Student communicable disease-related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about a return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
  - Smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

### **Food Service, Gathering, and Extracurricular Activities Required Protocols:**

- Prohibit indoor assemblies that bring together students from more than one classroom. All essential presentations will be done by remote messages in the classrooms or by staff entering the room to share the needed information.
- If cafeterias must be used, meal times will be staggered to create seating arrangements with six feet of distance between students.

### **Recommended Protocols:**

- All students will be served lunch in their classrooms. Food Service staff will drop off breakfast, lunches, and disposable utensils, on a cart to the classroom prior to the designated lunch period.
  - All cafeteria workers will wear masks, face shields, and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink to encourage the correct procedure for hand washing.
  - Students and teachers will wash their hands before and after every meal.
- Students will use hand sanitizer before entering the building.
- All field trips are suspended.
- All extracurricular activities will be suspended.
- Assemblies will be suspended.



### **Busing and Student Transportation**

Vista Meadows Academy does not provide student transportation. All off-site field trips will be suspended as well.

### **Medically Vulnerable Students and Staff**

Vista Meadows Academy will adhere to the following strongly recommended protocols as outlined in the MI Safe Start Road Map

- Identify all Medical Action Plans, IEPs, and 504 plans
- Knowledgeable staff (Special Education Coordinator, Special Education Teachers, and 504 Coordinator) will review plans to identify those that require additional accommodations related to COVID-19. Consult CDC guidelines. Update their care plans as needed to decrease their risk of exposure to COVID-19.

### **Recommended Protocols:**

- Parents will be surveyed to determine whether their student is at high risk and requires additional accommodations that might not be evident from reading the student's specialized plans; revise those plans based on parent feedback. (i.e. requests for alternative learning arrangements or work reassignments)
- Any staff member identifying as medically vulnerable will be enabled to minimize face-to-face contact and to maintain a six feet distance from others. They may also schedule a meeting with the Administration to discuss their options.

## **Phase 4 Mental & Social-Emotional Health**

For our district, we believe mental and social-emotional health is a critical and foundational piece to the success of this coming year. Vista Meadows Academy will address the social and emotional health of all stakeholders. Social-emotional and mental health resources will be available to support students online. VMA will use homeroom and seminar classes to provide instruction on social-emotional topics. VMA instructional staff will have required professional development that focuses on understanding mental wellness and appropriate tools to support students. Our School Social Worker will provide mental health support and resources, including group counseling and consultation for students and families as needed as well as individual counseling with students and related consultation with families and staff. We used the CASEL Reunite, Review, Thrive document to guide and support our thinking.

Vista Meadows Academy will adhere to the following strongly recommended protocols as outlined in the MI Safe Start Road Map.

- Establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams



- Our district will implement a mental health screening for all students. The screening tool we will use is compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Some of the indicators that staff can look for remotely that may indicate that students are experiencing effects of trauma are:
  - lack of engagement/participation in lessons
  - lack of completion of assignments
  - students leaving/logging out class often
  - change in the quality of work or grades
  - poor attendance
  - frequent complaints of illness
  - comments of hopelessness or loss, either written or verbal

Additional indicators that VMA staff should be aware of in uncertain times like Covid-19:

- comments that things will never return to normal
- comments about the fear of getting sick
- obsessive washing or distancing
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Establish a comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g., loss of a student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Teachers will teach weekly SEL lessons and will provide a space for students to share out during morning meetings during online instruction. Topics from our SEL programs will include but are not limited to Diversity & Inclusion, Empathy & Critical Thinking, Communication, Problem Solving, and Peer Relationships.
- Designate the School Social Worker and Special Education Coordinator as the mental health liaisons who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.



- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - Destigmatization of COVID-19
  - Understanding normal behavioral response to crises
  - General best practices of talking through trauma with children
  - Positive self-care strategies that promote health and wellness
- The school leadership team, and/or social worker will host meetings and provide information on an ongoing basis. Information will also be provided via Remind, Google Messenger, School Reach Messenger and the school's website.

### **Phase 4 Instruction**

#### **Governance**

Vista Meadows Academy formed a Return to Learn Taskforce which included a diverse group of stakeholders led by the School Leadership Team and the Director of School Leadership. Using remote surveys, emails, virtual meetings, and personal accounts, the task force gathered feedback from teachers, students, Vista Maria staff and leadership to reflect on the spring Continuity of Learning plan for the purpose of improving its effectiveness for reopening in fall 2020.

#### **Blended Instruction**

During Phase 4 instruction occurs in a blended learning format. Students will report to school 3 full days a week for face-to-face learning. Students will engage in virtual/remote learning 2 days a week. Teachers will report to the building/campus on remote/virtual learning days. Implementation of grade level curriculum will be aligned to Michigan 9-12 standards. Students will engage in SEL classes during face-to-face learning and during virtual-remote learning days. CDC protocols will be followed, as noted in safety section and will include social distancing, smaller class sizes, wearing of masks and cleaning. As an alternative to the blended model, families can opt to participate in completely on-line remote/virtual learning with instruction occurring five days a week. The blended model will continue to deliver Michigan standards-aligned curricula based on pacing guides, assessment and re-teaching. The school uses high-quality instructional materials to fulfill the Michigan Merit Curriculum Requirements. The online/virtual option will utilize the Edgenuity online learning program and provide curriculum delivering Michigan standards aligned curricula including CCSS and NGSS. Edgenuity online will be delivered by VMA's highly qualified instructors. Both options promote student engagement, consistency, and differentiation. Exceptional learners will continue to receive services based on IEPs and 504s under the direction of the Director of Special Education. These options for continued learning were developed based on parent and student surveys. Attendance will be tracked via Google Meet, Google Classroom and PowerSchool. Communication with students and parents will occur via School Messenger, VMA webpage, email, and phone.



### **Communications and Family Supports**

Communication will be vital during this process and have therefore identified multiple modes of communication (both one-way and two-way) enabled us to most effectively communicate with staff, students, and parents. We used and will continue to use multiple modes including our district website, School Messenger, Google Voice, email, and phone calls. As we move forward we will implement the following communication protocols:

- Maintain timely, accurate, and clear two-way communication with staff, and parents regarding student's academic and social-emotional functioning and school and classroom information.
- Clearly communicate all plans and expectations for student's return to school including modes of assessment, details about curriculum, and expectations for grade-level proficiencies.
- Ensure all communications are in both English and the home language of our students

### **Professional Learning**

Vista Meadows Academy has created a professional development calendar for the school year to support the implementation of the learning plan. Careful and intentional supports have been put in place to ensure ample planning time for staff to acclimate themselves to new training, curricula resources & pacing, and time to plan for implementation. Professional learning will include:

- Well-Being: Social-emotional learning, trauma-informed best practices, identification of students at risk and proper referral protocols, self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Equity: Restorative supports for educators and learning around equity, implicit bias, and culturally responsive education.
- Remote/Hybrid Teaching and Learning:
  - Use and effectiveness of digital tools and resources that support remote learning
  - Design and development of blended and remote learning experiences that are equitable and engaging and are aligned to our deep learning strategic plan priorities
- Safety protocols: PPE, hygiene, social distancing, movement, screening, responding to symptoms, cleaning, medically vulnerable students.

## **Phase 4 Operations**

### **Strongly Recommended Protocols**

Vista Meadows Academy will adhere to the following strongly recommended protocols as outlined in the MI Safe Start Road Map.

### **Facilities Strongly Recommended Before Schools Reopen:**

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





- Participate and advocate for Wayne RESA to coordinate with the Local Emergency Management Programs (LEMP) for support with the procurement of cleaning and disinfection supplies.
- Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces will be cleaned several times a day.
- Alert custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of the community spread across local geographies.
- VMA will work with the Vista Maria custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- Ensure custodial staff has advanced training.
- Ensure deep cleaning continues over the summer.
- Audit all school buildings with a focus on:
  - How many classrooms are available;
  - The size of each classroom;
  - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
  - The ventilation in each classroom.
- Audit school security protocols to decide if any process changes need to be implemented.
- Maintain facilities for in-person school operations.
  - Check HVAC systems at each building to ensure that they are running efficiently.
  - Air filters will be changed regularly
  - Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  
  - Signage about frequent hand washing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
  - Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
- School leaders will conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- School security staff will follow CDC protocols if interacting with the general public
- Procure level-1 facial coverings, including those with a transparent front, for all students, teachers, low- income students, and students with special needs.
- Procure level-1 surgical masks for cleaning and janitorial staff.

**Strongly Recommended if Schools are Instructed to Close for In-Person Instruction:**



- Activate school cleaning and disinfection protocols according to the CDC School Decision Tree.
- Maintain facilities for the resumption of school operations Strongly Recommend Protocols Not Implemented:
- Audit any additional facilities that the district may have access to that could be used for learning.
  - o VMA does not have any additional facilities.

### **Budget, Food Service, Enrollment, and Staffing Strongly Recommended Before Schools Reopen:**

- Assess student arrival protocols.
- Conduct staff and student outreach to understand who is coming back.
  - o For staff, this will include a breakdown of the staff - administrators, educators, and support staff.
- Develop a staffing plan to account for teachers and staff who are not returning or are at risk.
- For students, this will include those with preexisting conditions who may need a remote learning environment.
- The administration will modify staff positions that may enable high-risk staff to provide remote services as well as redeploying underutilized staff to serve core needs.
  - o Assess the need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.
  - o In the event that the Academy is in need of new or additional staff, the Administration will assess how job responsibilities may shift in light of COVID19 and how new or additional responsibilities will be accounted for.
- VMA will plan to recruit, interview, and hire new staff remotely as needed to fill core needs.
- Consideration will be given to redeploying underutilized staff to serve in core needs.
- Where possible, identify and modify staff positions that would enable high-risk staff to provide remote services.
- The academy will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19.
- The academy will build and provide communication to all relevant stakeholders that include updates across all policies and procedures in the student handbook. The Academy's handbook is accessible through the school's website and a paper copy is available upon request.
- Seek and provide guidance on the use of CARES-Act funding for key purchases.
- School leaders will coordinate with service providers to address new student and adult needs.
- VMA will inventory how many substitute teachers are available.
- School leadership will build and send back to school communications to all relevant stakeholders and include updates across all policies and procedures.





- Verify that student and staff handbooks are available on the school website and printed if requested. The leadership will create a master list of any changes to distribute at the first staff meeting.
- Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19.
- Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- Orient new school staff to any operational changes.
- Create master teaching schedules, student and faculty arrival/dismissal schedules, and lunch schedules for staff and students.
- The leadership team will collaborate with food service and Vista Maria to ensure any necessary food handling changes are implemented based on local public health guidance.

### **Technology Strongly Recommended Before Schools Reopen:**

- Continue to communicate and work with the students and families to collect information about the numbers, types, and conditions of devices used needed to support remote learning.
- Designate the Assessment Coordinator as a single point of contact to plan and communicate with the Vista Meadows technology team.
- Designate a Technology Coordinator as the device and/or general technology support lead for the school.
- Develop a technology plan that includes training and support for educators, students, and parents to adapt remote learning for the classroom.
- The technology process leader will be the Technology Coordinator, leading to key efforts and her contact information will be listed on the district website.
- Where practical given demands on parents/guardians, we have a technology coordinator that can support communication regarding the use of technology and serve as a “help desk.”
- Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures will include:
  - Safely bagging devices collected at schools;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Ordering accessories as needed; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
- Identify a vendor to assist with processing, returning, and maintaining devices if needed.
- Develop on-site triage of staff that includes the Technology vendor to monitor devices to minimize the time that staff or students may be without a device.
- Utilize the Technology Coordinator and Technology Vendor to prepare the Infrastructure Evaluation process. Every Wi-Fi access point and the wired network device will be tested.
- Develop a technology support plan for students.



**Strongly Recommended if Schools are Instructed to Close for In-Person Instruction:**

- Deploy digital learning devices and move to virtual learning. Strongly Recommended when Schools Reopen
- Organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period.
- Compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.
- Review issue tracking and inventory the results frequently as a way of understanding the quality and progress of technology processes in your district.
- Continue infrastructure evaluations until all issues are resolved.
- Provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access.
- Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.
- Ensure that students can submit assignments and be evaluated accordingly.
- Schedule ongoing staff training on platforms and tools.
- Review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.
- Ensure every student has access to the appropriate technology and connectivity needed to continue learning.

**Transportation**

Vista Meadows Academy does not currently provide busing operations for students. All off-site field trips will be suspended as well.



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

### **Phase 5 Safety Protocols**

#### **Personal Protective Equipment**

- Facial coverings must always be worn by staff and students except for meals.
- Facial coverings must always be worn in classrooms, hallways and common areas by all students.
  - Facial coverings may be homemade.
  - Any staff member or student who cannot medically tolerate a facial covering must provide a doctor's note and wear a shield.
  - Any staff member or student that, is incapacitated or unable to remove the facial covering without assistance, must provide a doctor's note and wear a shield.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.
- Special education teachers will consider wearing clear masks.
  - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

### **Hygiene**

#### **Strongly Recommended Protocols:**

- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers must have scheduled hand washing with soap and water every 2-3 hours.
- Limit the sharing of personal items and supplies such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit the use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Procure hand sanitizing areas in every classroom.

#### **Spacing, Movement, and Access Recommended:**

- Class sizes will be kept to the level afforded by necessary spacing requirements. In order to maintain physical-distancing, desks will be spaced 3-6 feet apart as feasible according to the considerations indicated by the [American Academy of Pediatrics](#).
- In classrooms where large tables are utilized, space students as far apart as feasible.
- As feasible, arrange all desks facing the same direction toward the front of the classroom.



- Teachers will maintain six-feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Post signage to indicate proper social distancing.
- Floor tape or other markers will be used at six-foot 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 techniques.
- Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

### **Screening Students, Staff, and Guests**

#### **Strongly Recommended Protocols:**

- VMA will 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 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

#### **Recommended Protocols:**

- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they will stay home.
  - An electronic monitoring form for screening employees has been developed.
- Any parents or guardians entering the building should wash or sanitize their hands prior to entry.
- Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials.
- Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater will stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, will prompt the family to keep the student home from school and to follow up with a primary care provider.



## **Testing Protocols for Students and Staff and Responding to Positive Cases Strongly**

### **Recommended Protocols:**

- Students who develop fever or become ill with symptoms of COVID-19 at school wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

### **Recommended Protocols:**

- Parents or guardians are encouraged to check the student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.
- Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.

## **Responding to Positive Tests Among Staff and Students Strongly Recommended Protocols:**

- Notify local health officials, staff, and students immediately of any possible case of COVID19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six-feet apart for 15+minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
  - Note: VMA will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).



- Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about a return to work, using the most current guidelines from the CDC for this determination.

**Recommended Protocols:**

- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
  - Smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles

**Food Service, Gathering, and Extracurricular Activities Strongly Recommended Protocols:**

- All students will be served lunch in their classrooms. Food Service staff will drop off breakfast, lunches, and disposable utensils, on a cart to the classroom prior to the designated lunch period.
  - All cafeteria workers will wear masks, face shields, and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink to encourage the correct procedure for hand washing.
  - Students and teachers will wash their hands before and after every meal.
- All gatherings, including those that occur outdoors, will comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.

**Recommended Protocols:**

- At this time no indoor assemblies will be held. All essential presentations will be done by remote monitors in the classrooms or by staff entering the room to share the needed information.
- After-school programs may continue with the use of facial coverings.

**Busing and Student Transportation**

Vista Meadows Academy does not currently provide student transportation. All off-site field trips will be suspended as well.

**Medically Vulnerable Students and Staff Strongly Recommended:**

- Identify all Medical Action Plans, IEPs, and 504 plans.
- Knowledgeable staff (Special Education Coordinator, Special Education Teachers, and 504 Coordinator) will review plans to identify those that require additional accommodations related to COVID-19. Consult [CDC guidelines](#). Update their care plans as needed to decrease their risk of exposure to COVID-19.
- Parents will be surveyed to determine whether their student is at high risk and requires additional accommodations that might not be evident from reading the student's specialized plans; revise those plans based on parent feedback. (i.e. requests for alternative learning arrangements or work reassignments)





### **Recommended Protocols:**

- Any staff member identifying as medically vulnerable will be enabled to minimize face-to-face contact and to maintain a six feet distance from others. They may also schedule a meeting with the Administration to discuss their options.

### **Phase 5 Mental & Social-Emotional Health**

For our district, we believe mental and social-emotional health is a critical and foundational piece to the success of this coming year. Vista Meadows Academy will address the social and emotional health of all stakeholders. Social-emotional and mental health resources will be available to support students online. VMA will use homeroom and seminar classes to provide instruction on social-emotional topics. VMA instructional staff will have required professional development that focuses on understanding mental wellness and appropriate tools to support students. Our School Social Worker will provide mental health support and resources, including group counseling and consultation for students and families as needed as well as individual counseling with students and related consultation with families and staff. We used the CASEL Reunite, Review, Thrive document to guide and support our thinking.

Vista Meadows Academy will adhere to the following strongly recommended protocols as outlined in the MI Safe Start Road Map.

- Establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams
  - Our district will implement a mental health screening for all students. The screening tool we will use is compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
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  - lack of completion of assignments
  - students leaving/logging out class often
  - change in the quality of work or grades
  - poor attendance
  - frequent complaints of illness
  - comments of hopelessness or loss, either written or verbal

Additional indicators that VMA staff should be aware of in uncertain times like Covid-19:

- comments that things will never return to normal



- comments about the fear of getting sick
- obsessive washing or distancing
  
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Establish a comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g., loss of a student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities and that reference school and community wellness resources.
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- Designate the School Social Worker and Special Education Coordinator as the mental health liaisons who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
  - Destigmatization of COVID-19
  - Understanding normal behavioral response to crises
  - General best practices of talking through trauma with children
  - Positive self-care strategies that promote health and wellness
- The school leadership team, and/or social worker will host meetings and provide information on an ongoing basis. Information will also be provided via Remind, Google Messenger, School Reach Messenger and the school's website.

### **Phase 5 Instruction**

Vista Meadows Academy formed a Return to Learn Taskforce which included a diverse group of stakeholders led by the School Leadership Team and the Director of School Leadership. Using remote surveys, emails, virtual meetings, and personal accounts, the task force gathered feedback from teachers, students, Vista Maria staff and leadership to reflect on the spring Continuity of Learning plan for the purpose of improving its effectiveness for reopening in fall 2020. In Phase





5 there will be in-person instruction, where all student instruction will occur fully face-to-face. All 9-12 grade students will attend school, Monday- Friday 8:00 am- 2:45 pm. CDC protocols will be followed, as noted in SAFETY section.

During Phase 5 instruction will continue traditionally for in - person instruction. Students will have the option to attend school 5 full days a week for face-to-face learning. Implementation of grade level curriculum will be aligned to Michigan 9-12 standards. Students will engage in SEL classes during face-to-face learning. CDC protocols will be followed, as noted in safety section and will include social distancing if possible, wearing of masks and cleaning. As an alternative to the face-to-face option, families can opt to participate in completely on-line remote/virtual learning with instruction occurring five days a week. The phase 5 instruction model will continue to deliver Michigan standards-aligned curricula based on pacing guides, assessment and re-teaching. The school uses high-quality instructional materials to fulfill the Michigan Merit Curriculum Requirements. The online/virtual option will utilize the Edgenuity online learning program and provide curriculum delivering Michigan standards aligned curricula including CCSS and NGSS. Edgenuity online will be delivered by VMA's highly qualified instructors. Both options promote student engagement, consistency, and differentiation. Exceptional learners will continue to receive services based on IEPs and 504s under the direction of the Director of Special Education. These options for continued learning were developed based on parent and student surveys. Attendance will be tracked via Google Meet, Google Classroom and PowerSchool. Communication with students and parents will occur via School Messenger, VMA webpage, email, and phone.

### **Communications and Family Supports**

Communication will be vital during this process and have therefore identified multiple modes of communication (both one-way and two-way) enabled us to most effectively communicate with staff, students, and parents. We used and will continue to use multiple modes including our district website, School Messenger, Google Voice, email, and phone calls. As we move forward we will implement the following communication protocols:

- Maintain timely, accurate, and clear two-way communication with staff, and parents regarding student,,s academic and social-emotional functioning and school and classroom information.
- Clearly communicate all plans and expectations for student's return to school including modes of assessment, details about curriculum, and expectations for grade-level proficiencies.
- Ensure all communications are in both English and the home language of our students

### **Professional Learning**

Vista Meadows Academy has created a professional development calendar for the school year to support the implementation of the learning plan. Careful and intentional supports have been put in place to ensure ample planning time for staff to acclimate themselves to new training, curricula resources & pacing, and time to plan for implementation. Professional learning will include:



- Well-Being: Social-emotional learning, trauma-informed best practices, identification of students at risk and proper referral protocols, self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Equity: Restorative supports for educators and learning around equity, implicit bias, and culturally responsive education.
- Remote/Hybrid Teaching and Learning:
  - Use and effectiveness of digital tools and resources that support remote learning
  - Design and development of blended and remote learning experiences that are equitable and engaging and are aligned to our deep learning strategic plan priorities
- Safety protocols: PPE, hygiene, social distancing, movement, screening, responding to symptoms, cleaning, medically vulnerable students.

### **Phase 5 Operations**

#### **Recommended Protocols**

Vista Meadows Academy will adhere to the following strongly recommended protocols as outlined in the MI Safe Start Road Map.

#### **Facilities**

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Participate and advocate for Wayne RESA to coordinate with the Local Emergency Management Programs (LEMP) for support with the procurement of cleaning and disinfection supplies.
- Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces will be cleaned several times a day.
- Alert custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of the community spread across local geographies.
- VMA will work with the Vista Maria custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
- Ensure custodial staff has advanced training.
- Ensure deep cleaning continues over the summer.
- Audit all school buildings with a focus on:
  - How many classrooms are available;
  - The size of each classroom;
  - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
  - The ventilation in each classroom.
- Audit school security protocols to decide if any process changes need to be implemented.
- Maintain facilities for in-person school operations.



- Check HVAC systems at each building to ensure that they are running efficiently.
- Air filters will be changed regularly
- Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
- Signage about frequent hand washing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
- Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
- School leaders will conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.
- School security staff will follow CDC protocols if interacting with the general public.
- Procure level-1 facial coverings, including those with a transparent front, for all students, teachers, low- income students, and students with special needs.
- Work with Vista Maria to ensure level-1 surgical masks for cleaning and janitorial staff is procured.

**Recommend Protocols Not Implemented:**

- Audit any additional facilities that the district may have access to that could be used for learning.
  - Vista Meadows Academy does not have any additional facilities.

**Budget, Food Service, Enrollment, and Staffing**

- Assess student arrival protocols.
- Conduct staff and student outreach to understand who is coming back.
  - For staff, this will include a breakdown of the staff - administrators, educators, and support staff.
    - Develop a staffing plan to account for teachers and staff who are not returning or are at risk.
- For students, this will include those with preexisting conditions who may need a remote learning environment.
- The administration will modify staff positions that may enable high-risk staff to provide remote services as well as redeploying underutilized staff to serve core needs.
  - Assess the need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.
  - In the event that the Academy is in need of new or additional staff, the Administration will assess how job responsibilities may shift in light of COVID19 and how new or additional responsibilities will be accounted for.



- VMA will plan to recruit, interview, and hire new staff remotely as needed to fill core needs.
- Consideration will be given to redeploying underutilized staff to serve in core needs.
- Where possible, identify and modify staff positions that would enable high-risk staff to provide remote services.
- The academy will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19.
- The academy will build and provide communication to all relevant stakeholders that include updates across all policies and procedures in the student handbook. The Academy's handbook is accessible through the school's website and a paper copy is available upon request.
- Seek and provide guidance on the use of CARES-Act funding for key purchases.
- School leaders will coordinate with service providers to address new student and adult needs.
- VMA will inventory how many substitute teachers are available.
- School leadership will build and send back to school communications to all relevant stakeholders and include updates across all policies and procedures.
- Verify that student and staff handbooks are available on the school website and printed if requested. The leadership will create a master list of any changes to distribute at the first staff meeting.
- Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19.
- Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- Orient new school staff to any operational changes.
- Create master teaching schedules, student and faculty arrival/dismissal schedules, and lunch schedules for staff and students.
- The leadership team will collaborate with food service and Vista Maria to ensure any necessary food handling changes are implemented based on local public health guidance.

### **Technology:**

- Continue to communicate and work with the students and families to collect information about the numbers, types, and conditions of devices used needed to support remote learning.
- Designate the Assessment Coordinator as a single point of contact to plan and communicate with the Vista Meadows technology team.
- Designate a Technology Coordinator as the device and/or general technology support lead for the school.
- Develop a technology plan that includes training and support for educators, students, and parents to adapt remote learning for the classroom.
- The technology process leader will be the Technology Coordinator, leading to key efforts and her contact information will be listed on the district website.



- Where practical given demands on parents/guardians, we have a technology coordinator that can support communication regarding the use of technology and serve as a “help desk.”
- Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures will include:
  - Safely bagging devices collected at schools;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Ordering accessories as needed; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
- Identify a vendor to assist with processing, returning, and maintaining devices if needed.
- Develop on-site triage of staff that includes the Technology vendor to monitor devices to minimize the time that staff or students may be without a device.
- Utilize the Technology Coordinator and Technology Vendor to prepare the Infrastructure Evaluation process. Every Wi-Fi access point and the wired network device will be tested.
- Develop a technology support plan for students.

### **Transportation**

Vista Meadows Academy does not currently provide bussing operations for students. All off-site field trips will be suspended as well. If field trips occur, they will comply with transportation guidelines:

### **Strongly Recommended Before Schools Reopen for In-Person Instruction:**

- Contact will be made to all transportation companies that support the district to ensure that they have received a copy of the criteria in the MI Safe Schools: [Michigan’s 2020 Return to School RoadMap](#). Address questions, such as:
  - How many buses are or could be made available?
  - How much variation is there in the size and maximum capacity of buses? ○ How have the buses been currently or historically used?
  - How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- Address whether any bus contractors have been impacted by COVID-19.
- Inventory bus drivers to understand the extent of high-risk populations.
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage class collaboration between transportation and IEP teams to monitor changes to students’ IEPs and implement accordingly.