

COVID-19 Preparedness and Response Plan

Name of District: Concord Academy Boyne

Address of District: 00401 Dietz Rd E. Boyne City, MI 49712

District Code Number: 15901

Web Address of the District: www.concordboyne.com

Name of Intermediate School District: Charlevoix-Emmet ISD

Name of Authorizing Body (if applicable): Lake Superior State University

Preparedness Plan Introduction

Executive Order 2020-142 “provides a structure to support all schools in Michigan as they plan for a return of PreK-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There’s no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.” (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and each intermediate school district (ISD) that educates PreK-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan. The Preparedness Plan will be collected by the ISD for transmission to the Superintendent of Public Instruction and State Treasurer. Additionally, this Preparedness Plan must be posted on the district’s public website home page no later than August 17. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

The District agrees to meet all the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education plans.
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall 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 District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** it will close its buildings to anyone except: (A) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (B) Food-service workers preparing food for distribution to students or their families. (C) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** it 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.
- ✓ The District assures that in **Phases 1, 2, or 3** it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and to 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 in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by the Michigan’s 2020-21 Return to School Roadmap (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A.** Describe the policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning Plan submitted in April. You may want to update and link that response below.

If our region is in, or changes to, Phase 1, 2, or 3 at any time during the school year, we are prepared to provide an online learning environment for all of our students.

- a. All K-12 students will have access to Google Classroom for their courses, and will be able to meet daily with the teachers for teaching, learning, and individualized instruction.
- b. Student and parent support training will be offered online to help students and parents understand new procedures.
- c. Student mental health will be monitored through contact with teachers and the Family Liason.
- d. Student interventions will be conducted remotely using teaching and support staff.
- e. Student and parent communications will be conducted through the communication plan present in the Continuity of Learning Plan (COL).

Link to COL Plan: www.concordboyne.com

- B.** Describe the policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan.
1. Face coverings (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- i) All staff and all students in grades pre-kindergarten and up when on a school bus.
 - ii) All staff and all students in grades pre-kindergarten and up when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.
 - v) All students in grades kindergarten through 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

In Phase 4, staff and students at Concord Academy Boyne will be providing face to face instruction inside our building for families who choose that option. We will also be offering remote instruction that corresponds with our in-person classes. We have created the following protocols and procedures to keep everyone safe and healthy:

- a. Concord Academy Boyne does not provide transportation, and will not have to have safety protocols in place for this.
- b. Face Coverings/Masks will be worn by all staff and students who can medically tolerate them when entering the building, when coming to an office, at recess (unless social distancing) and in hallways and classrooms.
- c. All staff will wear a face covering or mask when in contact with students, in classrooms, and in common areas of the building.
- d. All students in grades 6-12 who can medically tolerate one will wear a face covering/mask in each classroom and in common areas, unless directed by a teacher in their classrooms. Students will not need to wear a mask during lunch.
- e. All students in grades K-5 will be in cohorts and remain with their class throughout the day; once inside their classroom, masks will not be required, but should be available if they need to put them on. Students will not need to wear a mask during lunch, which will take place in their classroom. In the event of an increase in illness, masks may be required in classrooms to prevent an outbreak.
- f. All students will eat lunch in their classrooms.
- g. K-5 students will have electives in their classrooms, and their teachers will visit them during those class times. Classes also may occur outside, weather permitting.
- h. The 6-12 elective schedule will be adapted to allow for smaller class sizes, and each class will be provided in the safest situation possible. Some traditional courses may be cancelled due to safety or health concerns, and some may take place outside instead.

- b. Which of the **strong recommendations** for face covering protocols within the *Return to School Roadmap* (p. 22) do you plan to implement and which do you plan to exclude? Please describe.

Concord Academy Boyne does not have a preK program.

2. Hygiene

- a. Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

All students at Concord Academy Boyne will be allowed to wash their hands as needed throughout the day, and there will be hand sanitizer in each classroom. Signs will be present in each hand washing area, and teachers will teach expectations of hand washing and proper hygiene within the first week of the school year.

- b. Which of the **strong recommendations** for hygiene protocols within the *Return to School Roadmap* (p. 22-23) do you plan to implement and which do you plan to exclude? Please describe.

Staff will also review expectations of coughing and sneezing into your elbow, and to cover with tissues, as well as hand washing.

b. Students will be asked to wash hands prior to entering their first classroom, before and after snack time (10:30-11:00am), before and after lunch (12:00-1:00pm), and following any recess time throughout the day.

c. Students will have access to their own school supplies throughout the day, to avoid sharing of items, unless assigned in a small group. Group supplies will be sanitized between group use when needed.

d. Students will have their own cubbies and lockers to keep supplies and personal items in, and 6-12th grade students will be allowed to carry backpacks to classrooms to avoid going to their locker throughout the day.

e. We will not be purchasing portable hand washing or sanitizing stations due to our small building size.

3. Cleaning

- a. Please describe how you will implement the **cleaning requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

- a. Frequently touched surfaces will be cleaned appropriately after snack times, lunch times, and mid-afternoon throughout the day. If K-5 students leave for an elective class or recess, the rooms may be cleaned as well during that time.
- b. Staff will dress appropriately when cleaning a space, and will store supplies away from students.
- c. Student desks and tables will be wiped down after each class period.
- d. Elective classroom and lab spaces will be cleaned in between groups of students.

4. Athletics

- a. Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

Concord Academy Boyne does not have any athletic programs. When our students are cohorting with Boyne Falls for athletic programs, then our students will be responsible for following their guidelines.

5. Screening

- a. Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

Concord Academy Boyne will collaborate with the local health department to comply with recommended screening protocols.

- b. Which of the **strong recommendations** for screening protocols within the *Return to School Roadmap* (p. 24) do you plan to implement and which do you plan to exclude? Please describe.

- a. All parents will drop students off outside, and will not enter the building to keep the number of exposures low.
- b. All staff and students at Concord Academy Boyne will have their temperatures taken with a forehead thermometer prior to entering the building each day.
- c. Concord Academy Boyne will require symptomatic students and staff who have been sent home from school to remain at home until they have completely recovered and tested negative for Covid-19. If feeling well enough, students can participate in online learning until well enough to return to school.
- d. Concord Academy Boyne has designated room 18 as a quarantine area for any student who becomes ill at school. The student will be given a mask to wear, and will stay there, supervised, until the parent can pick them up.

6. Testing

- a. Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

Concord Academy Boyne will cooperate with the local health department to implement recommended screening protocols.

- b. Which of the **strong recommendations** for testing protocols within the *Return to School Roadmap* (p. 25) do you plan to implement and which do you plan to exclude? Please describe.

- a. Students and staff who develop COVID-19 symptoms should wear a mask and be transported for off-site testing. Symptomatic students and staff who have been sent home from school should stay at home until testing negative.
- b. Families will be notified of the presence of any positive laboratory tests in the classroom or school to encourage screening of symptoms at home.
- c. Any close contacts to a student or staff member who have tested positive for COVID-19 will be notified and quarantined at home for 14 days. Staff and students who are quarantined and asymptomatic can work remotely as part of our online program.

7. Transportation

- a. Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

Concord Academy Boyne does not provide transportation for our students.

8. Medically Vulnerable

- a. Which of the **strong recommendations** for medically vulnerable students and staff within the *Return to School Roadmap* (p. 28) do you plan to implement and which do you plan to exclude? Please describe.

a. Concord Academy Boyne administration will review all current plans for accommodating students with special healthcare needs and update their plans as needed to decrease their risk for exposure to COVID-19.

b. Any staff or student/family to would like to self-identify as high-risk should contact the Administrator to discuss options and alternative arrangements.

- C. Describe the policies and procedures that the district will follow when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan* that differ from those in Phase 4.

In Phase 5, Concord Academy Boyne will be loosening some of the protocols created above to allow for more flexibility with staff and students. The Michigan Safe Start Plan acknowledges that Phase 5 should require minimal safety protocols, and our small class sizes and school allow us to be more flexible while still being safe.

Visitors, including parents, will be limited during Phase 5. Parents of Kindergarten students will be allowed to follow a protocol to escort their child to the designated area during the first week of school. Protocols will be put in place to help reassure parents and elementary students that they will reach their classrooms.

In Phase 5, both learning options of in-person or remote learning will be available to all families.

D. Address each subpart of the *Return to School Roadmap* and indicate if a school plans to exclude any safety protocol that is **strongly recommended in Phase 5.**

1. Personal Protection Equipment (p. 38)

- a. Staff members will wear face coverings/masks in common areas, and may remove them in their classrooms if remaining more than 6 feet away from students. In small group or close instruction, masks are recommended.
- b. Students in grades K-5 will wear face coverings/masks in common areas, and may remove them in classrooms when they are with their cohort, at lunch, or at recess.
- c. 6-12th grade students will be placed in cohorts for academic classes, and may remove masks once they get in the classroom. They will continue to wear them in common areas and hallways. Students will eat lunch in classrooms, and can remove them at recess when outside.

2. Hygiene (p. 38)

Staff will also review expectations of coughing and sneezing into your elbow, and to cover with tissues, as well as hand washing.

- b. Students will be asked to wash hands prior to entering their first classroom, before and after snack time (10:30-11:00am), before and after lunch (12:00-1:00pm), and following any recess time throughout the day. Students will also wash when entering a new classroom.
- c. Students will have access to their own school supplies throughout the day, to avoid sharing of items, unless assigned in a small group. Group supplies will be sanitized between group use when needed.
- d. Students will have their own cubbies and lockers to keep supplies and personal items in, and 6-12th grade students will be allowed to carry backpacks to classrooms to avoid going to their locker throughout the day.
- e. We will not be purchasing portable hand washing or sanitizing stations due to our small building size.

3. Screening Students and Staff (p. 40)

- a. School staff will check student temperatures upon entering the building each morning. All staff will self-monitor their temperatures before coming to work each day, and call in if a fever of 100.4 exists.
- b. Anyone developing symptoms of COVID-19 during the school day will be taken to room 18, and be quarantined with staff until a parent picks them up.

4. Testing Protocols for Students and Staff and Responding to Positive Cases (p. 40-41)

Same as Phase 4.

5. Responding to Positive Tests Among Staff and Students (p. 41)

Same as Phase 4.

6. Food Service, Gathering, and Extracurricular Activities (p. 42)

- a. Concord Academy Boyne does not have a food service program.
- b. The After School Program will be available for students if needed, where social distancing will be practiced. If staff is tutoring at that time, facial coverings should be worn when in close contact with a student.

7. Athletics (p. 42)

Same as Phase 4.

8. Cleaning (p. 43)

Same as Phase 4.

9. Busing and Student Transportation (p. 43)

Concord Academy Boyne does not provide transportation.

10. Medically Vulnerable (p. 44)

Same as Phase 4.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (or in the case of a PSA, the Academy Board of Directors) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date the District Board of Education Approved the Plan: July 27, 2020

Link to the Board Meeting Minutes or Signature of Board President:



Link to the approved Plan posted on District/PSA website: www.concordboyne.com

The Preparedness Plan will be collected by the Intermediate School District or authorizing body for public school academies for transmission to the Superintendent of Public Instruction and State Treasurer by August 17, 2020. The chief or designated administrator of a nonpublic school must also submit the Preparedness Plan to the Superintendent. Additionally, this Preparedness Plan must be posted on the district's public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan: Rebekah Leist

Date Received by the ISD/Authorizing Body: August 11, 2020

Date Submitted to Superintendent and State Treasurer: