



WSC ACADEMY COVID-19 Preparedness and Response Plan

Address of School District: 855 Jefferson, Ypsilanti, Michigan 48197

District Code Number: 81911

Building Code Number(s): 01314

District Contact Person: Portia Davis Mann, School Leader

District Contact Person Email Address: Mannp@wsc-academy.org

Local Public Health Department: Washtenaw County Public Health

Local Public Health Department Contact Person Email Address: loveluck@washtenaw.org

Name of Intermediate School District: Washtenaw Intermediate School District

Name of Authorizing Body: Lake State Superior University

Date of Adoption by Board of Directors: August 10, 2010



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.

A handwritten signature in black ink, appearing to read "Dick Antonelli", is written over a horizontal line.

President of the Board of Directors

August 10, 2020

Date



Introduction and Overview

The mission of WSC Academy is *"to provide quality education that inspires every student to achieve the knowledge and skills necessary to succeed and achieve academic and personal excellence."*

WSC Academy is an alternative public school academy. The Academy is located in Washtenaw County in Ypsilanti serving approximately 70 at-risk and under-served students including adult and single parents. The highly qualified team of 3 teachers, 1 guidance counselor and 1 Resource room teacher offer a non-traditional personal curriculum combining online courses (PLATO) and teacher-led class sessions in a technology enriched environment. With a more than 75% minority and free and reduced population, the Academy was uniquely positioned to deliver services using a virtual platform so that there was no gap in educational service delivery when COVID-19 necessitated stopping in-person classes for the safety of the students and faculty. The Academy delivered and continues to be prepared to provide virtual learning where students have the opportunity for an off-site flexible schedule. Students receive their high school diploma up to age 21 with our personal curriculum and Virtual Learning opportunity. This familiarity and active participation of remote learning by both teachers and students meant that high-quality online courses were provided that were both engaging and content rich.

The Academy leadership and team have continued to meet on a weekly basis to stay updated with all Covid-19 related communications as it relates to our community, reviewed Governor Whitmer's MI Safe Schools Return to Learn Roadmap, reviewed relevant research regarding Special Education, Emotional and Social Health, attended LSSU authorizer informational leadership meetings, attended MDE Special Education webinars, met with legal advisors and participated in MAPSA related zoom meetings. The US Centers for Disease Control and Prevention (CDC) Interim Guidance for Administrators of US K-12 Schools are also being followed to help protect the whole school community, including those with special health needs. The School plan is designed to minimize disruption to teaching and learning and protect students and staff from social stigma and discrimination. The plan is built on everyday practices (e.g., encouraging hand hygiene, monitoring absenteeism, communicating routinely) that include strategies for before, during, and *after* a possible outbreak.

To meet the on-going needs of our students, all students were encouraged to engage in the learning experiences provided by their teachers. The Academy experienced 83% participation from general population and 59% participation from adult learners. All Special Needs students were engaged. Teachers prepared weekly assignments for their student with and without the access of technology. Teachers also monitored students accessing the on-line Learning platform (PLATO) and other devices to provide feedback, answer questions and give additional support. Students and families were polled to determine if there were any real or perceived difficulties that could impact student's virtual learning. It was learned that not every home has computers or high-speed internet. In an effort to narrow the digital access gap, students that did not have access to technology were provided with instructional packets and returned their weekly completed assignments to the school designated box. Teachers provided feedback via email, calls or notes and progress on Power School. Parents/Guardians and students have access to Power School throughout the school year and this has continued during this remote learning experience. In addition to the schoolwork packet deliveries, resources were provided to students as it relates to sharing how to access broadband providers that added capacity, lifted caps on data and offered extended free trial periods as well as the distribution of Wi-Fi hot spots and laptops.

Special Education student parents/guardians were contacted weekly by the Resource Room teacher to provide updates and address student needs. Support services were provided per IEP accommodation requirements through virtual, zoom and tele-health devices.



WSC Academy does not have a lunch program, however leadership makes sure that students have access to food through Washtenaw County food distribution programs, www.washtenawisd.org/covid-19 through newsletters, social media and phone. Students are also aware of food pantry on the property of the campus. Teachers and counselor continue to check in as it relates to meeting social and emotional needs for not only the youth, but the family as well. Additionally, students who required academic support were able to chat directly with their Resource Room teacher during this time for assistance on assignments, tests and projects

All students have access to the Virtual Job Shadow platform to assist students with Post-Secondary and Career Exploration. This support was guided by the School Counselor.



Phase 1, 2 or 3 Safety Protocols

In Phases 1-3, the Academy is closed for in-person instruction and learning is conducted through the District's PLATO distance learning plan.

Building Closure

The building will be closed except for teachers, staff and administrator to conduct school operations, provide remote instruction and maintain cleaning protocols. Any staff that are physically reporting to work will observe:

- Entrance through Main office atrium entryway only
- Social distancing guidelines (six feet from other people)
- Sanitize hands
- Face masks are required to enter the Academy
- Answer a simple COVID-19 questionnaire
 - Absence of symptoms consistent with COVID-19 for at least the last 72 hours including, fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, gastrointestinal symptoms including: diarrhea, vomiting, abdominal cramps or nausea, conjunctivitis (pink eye), loss of taste or smell.
 - No known contact with anyone diagnosed with COVID-19 or with symptoms consistent with COVID-19 for the last 14 days.
 - No travel in the last 14 days (as defined by the most recent travel restrictions under the Governor's Executive Order).
Compliance with current recommendations on social gathering sizes (updated as new information is provided by the state government)
- Have temperature screened
- Awareness of and cooperation with all signage

- In the event that someone seeking entry to the academy has a temperature above 100 degrees or answers any of the screening questions in such a way to that suggests an exposure risk, the staff member monitoring the entry location will initiate the "Response to a suspected infection on-site" (See Workplace Safety Plan attached)
- The identity of staff exhibiting fever or other COVID-19 symptoms will only be shared with staff members who have a true need to know.

Development of Symptoms

- In the event that a staff develops symptoms consistent with COVID-19 while onsite they are safely exit the building when able. This includes safely donning their mask (if not already in place), moving to the nearest exit, avoiding all contact with co-workers or others in the area.



- The staff will report symptoms to their immediate Administrator, onsite member of the Work Place Safety Team or Human Resources by phone. (See attached Workplace Safety Plan)
- If the individual is not able to leave the facility they will be directed to the area of WSC identified as “Limited Access - Control Space” to temporarily allow people with possible exposures to arrange for transportation to their home or doctor. These spaces will be identified with signage indicating restricted access due to having been utilized by potentially infected individuals. The designated area is:

- **WSC Academy – Room #8**

- The suspected infection is to be reported to the Human Resources Department and/or Work Place Safety Team member assigned to each location.
- The individual reporting symptoms will be provided with the appropriate personal protection equipment which may include a mask, gloves or other items identified based on symptoms reported.
- The individual will be provided with instructions or supports to contact their physician.
- The individual will be asked to follow the direction of their healthcare provider and not return to work until they have met the criteria as described in below and/or as guided by their medical provider.

When to Seek Emergency Medical Attention

- During routine health monitoring, look for emergency warning signs for COVID-19. If a someone is showing any of these signs, seek emergency medical care immediately
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face

Location and Contact Tracing

- Any staff who experiences COVID-19 symptoms, has a sick family member at home or has tested positive for COVID-19 must notify HR as soon as practical.
- Any locations that the person visited or spent time in will be closed to prevent the possibility of spreading contamination until the area can be thoroughly cleaned.
- In the event that an staff or participant has a confirmed diagnosis of corona virus, the offices or locations visited by the person will be closed and thoroughly sanitized prior to reopening
- HR will report to the Health Department anyone with COVID19 or if 2 or more individuals or any Healthcare Personnel (HCP) that report respiratory infection within 72 hours.
- In the event of a confirmed or presumptive case of COVID-19, the staff will be asked to assist with contact tracing. This information will be tracked separately from personnel records and the names will not be released.
- Individuals will be closely monitored if s/he is potentially exposed to a positive case onsite and encouraged to self-isolate if there was a high risk of exposure or symptoms occur (while maintaining privacy of potential)



- A member of the Work Place Safety Team will notify impacted individuals of a confirmed case of COVID-19. The confidentiality of the sick individual will be maintained as required by ADA. Link: [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- The Work Place Safety Team may elect to close the location where the exposure occurred for a period of up to 72 hours or longer.
- The individual will be asked to follow the direction of their healthcare provider and not return to work until after they are no longer infectious. They will receive guidance from local health officials that will provide instructions regarding return to work according to the most current guidelines from the CDC.

Cleaning Protocols

Touchpoint Sanitization and Cleaning: Commonly touched items include:

- Entry/Exit Points including: doorknobs, handrails and push-plates
- Restrooms
- Desk-tops, tables and chairs
- Counters and cupboard doors, refrigerator handles
- Keyboards and remote controls
- Telephone receivers, touch pads

Sanitization and Touch Reducing Resources:

- Staff will be provided with areas where they can access personal sanitizing resources such as, hand soap and hand sanitizer (≥60% alcohol).
 - Approved disinfectants will be available to staff for the cleaning of their personal work surface (desk, work station, etc.).
 - All staff with a work station are encouraged to wipe down the station at the start of the shift and at the end of the shift.
 - Other supplies provided include tissues, no-touch trash cans and disinfectants for staff to clean their work surfaces will be provided
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- The Academy **will not** be used by licensed child care providers.
 - WSC Academy **does not** have a lunch program but will provide community food distribution resources through all social media, website, text, e-mail and letter communications.
 - WSC Academy **does not** offer athletics.
 - WSC Academy **does not** provide transportation or busing operations.



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

WSC Academy will comply with all of the Strong Recommended protocols as outlined in the MI Safe Start protocol. The Academy counselor will be the mental health liaison that will work with the school district, local public health and community partners.

WSC Academy students will continue to receive individual counseling services from a licensed professional counselor (LLPC) and licensed school counselor in the areas of social-emotional wellness and career guidance and support. A universal screener will be administered to all students at the beginning of the school year via Google Forms (or administered in-person if more appropriate and available) and the counselor will use that data received to inform a caseload of students, as well as information and resources that need to be distributed to families and/or referrals that need to be made to community providers. This universal screener will be a battery of screening tools; specifically the Screen for Child Anxiety Related Disorders, Patient Health Questionnaire-9, as well as the Child's Reaction to Traumatic Events Scale.

For students that will be on her individual counseling caseload, she will use an informed consent outlining confidentiality laws and then will pull from a variety of counselor-created resources to address needs around anxiety/depression, personal organization, motivation, etc. and provide video-chat sessions for virtual students via Zoom and Google Voice. All career and college presentations and mental health resources and information will be available to students on the school website and a professional Instagram. Due to health concerns, in-person counseling groups will not be available, however the counselor will provide in-person distanced, individual sessions when appropriate for students if they are onsite at the school.

In the weeks leading up to the beginning of the school year, the counselor will train staff on referral protocol for at-risk students, key factors in identifying at-risk students, a crisis management team and plan, and self-care resources. She will act as the mental health liaison to connect students with specific needs to community resources and social work services as necessary. She will also partner with school administration to communicate information around COVID-19 to all students and parents via the school messenger system, school website, and the professional counseling Instagram account. Her email will be distributed to school stakeholders as a means of addressing mental health concerns stemming from COVID-19.

All students have access to the Virtual Job Shadow platform to assist students with Post-Secondary and Career Exploration.

The counselor will work with the WSC team to determine a calendar of professional development to provide continual conversation around a variety of topics, not limited to social-emotional learning and trauma-informed practices.



Phase 1, 2, or 3 Instruction

While the Academy has less than 8 total staff, teachers, guidance counselor and administrator have continued to meet weekly to discuss and revise remote learning plans to provide a successful academic experience for our students.

Governance

The teachers have received feedback through individual student and parent conversations and virtual focus groups regarding learning experiences. The teaching staff have also participated in virtual professional development to increase knowledge in remote teaching, Google suite online platforms and remote context teaching to provide additional remote teaching/learning support through University of Michigan and Michigan State University. Teachers will continue to attend virtual professional development as prescribed by Principal and Administration. Plan updates have been communicated to board members, families, students and community stakeholders on our website and through written communications.

Remote Instruction and Testing

WSC Academy has always utilized the Common Core and Michigan State Standard aligned on-line platform, PLATO, for all core classes and elective courses. Remote learning engagement has been a part of the fabric of the Academy since inception. Students are comfortable with the platform and it is enhanced and supplemented by direct remote teacher instruction using Google Suite, Zoom, Google Hang-out, Skype, YouTube, Facebook, Remind and Whiteboard technologies. Students may also receive e-mailed instructional packets, manuals, books and games to deliver content. Teachers also post academic videos to engage students. These videos are available to students/parents through their phones, i-pads and laptops.

Teachers will contact students individually 3 times per week to ensure engagement and assess needs by whatever mode of communication is effective. They will continue to differentiate instruction within the PLATO platform to meet each student's needs. Assessments are an on-going part of the PLATO platform. Therefore, PLATO offers many accommodations that ensure all students can access and receive support from the curriculum. This includes:

- . Guided Notes
- . Calculator tools and Formula Sheets
- . Highlighting tools
- . Dictionaries
- . Audio option for listening to text passages
- . Direct contact with course teachers through Messaging

All students and parents also have access to Power School where the teacher will provide weekly feedback and provide information relative to student questions and progress. The teachers, support staff, administrators will send out communications to students and parents to update, support, encourage and inspire during adaptive teaching and learning experiences.

The WSC-Academy Parent Group has monthly scheduled meetings to inform, educate and collaborate with parent, family and the community relative to the education of the students. The purpose of the group continues to bring together the district, school leadership, board members, local organizations, parents and students to represent and continuously share information via conference call, website, ZOOM conferencing, emails and phone calls. The leadership team contacted parents via survey, and



continuously made contact to parents relative to online learning and students' engagement during the COVID -19 pandemic crisis. This process and collaborative sessions will continue remotely using district website, ZOOM conferencing, emails and phones calls to keep parents informed about various opportunities for their students.

To accommodate testing, remote licenses have been purchased for NWEA and arrangements for SAT on-line testing. Student accommodations will continue to be offered to all students with special needs or personal curriculum requirements.

Students with Disabilities

The district is in compliance with guidance from the U.S. Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Department concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of CO-VID 19. The Resource Room Teacher continues to attend monthly Washtenaw Intermediate Schools virtual wide Special Education webinars and review all Executive Orders and Covid-19 publications as presented. The Academy will continue to review, monitor and coordinate all IEP's and 504 plans and provide services as per accommodation requirements.

Special Education student parents/guardians will be contacted 3 times per week by the Resource Room teacher to provide academic support. In addition to the previously prescribed interventions for all students, students who require academic support will be able to chat directly with their Resource Room teacher for assistance on assignment, tests and projects. The Resource Room teacher will also continue to advocate with other teachers regarding accommodations to support learning.

The Academy will continue to adhere to MDE polices and guidance along with Washtenaw Intermediate District policy requirements.

Access and Attendance

The challenge for the Academy, as it has been in the past, has been updated student technology and internet connection. To meet that challenge the Academy has purchased new Chromebooks and Wi-fi jet packs for each student. This will ensure that **all** students have access, and those in remote areas or are in transition have equal access to education. Each student will receive new technology from the Academy per prescribed CDC distribution guidelines.

Attendance will be monitored through the PLATO platform that shows engagement and activity along with Power School that will be monitored though individual teachers. Monitoring will assist in ensuring that students are engaged and are provided assistance is they are struggling with on-line platform.

WSC-Academy's school leadership, instructional staff and support staff have engaged in various and intentional professional development sessions via online line learning, seminars and webinars to improve teaching and learning. The staff goals remain the same to continue prepare students for success in a rapidly -changing world that demands the 21st century skills and to improve critical thinking, problem solving, leadership skills, accessing and analyzing information and effective oral and written communication.



Phase 1, 2, or 3 Operations

FACILITIES

WSC Academy is located in an 8-classroom, fully bricked, facility with gym and two (2) administrative offices. The Academy will maintain the school in good working order in order to prepare for the subsequent return of students. Cleaning and disinfection protocols will be conducted according to the CDC School Decision Tree and staff will be outfitted in surgical masks when performing duties. The Academy has one (1) custodial staff and also monthly support from Orkin and Work Skills Corporation Pandemic Team cleaning crew.

The table below provides specific information on the cleaning and disinfection frequency for WSC Academy in addition to using CDC School Decision Tree protocols.

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Work station common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate https://www.epa.gov/sites/	Spray with hand held sprayer or wipe	Minimum at the end of each day
2	Offices, desk, and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	At the end of each meeting and end of day
3	General items often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with hand held sprayer or wipe	At least four times per day
4	Lunch/Break Area	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally 3 or more times per day
	Tableware	Disinfection of tableware		Sanitize in dishwasher on setting with a temperature higher than 60°C for longer than half an hour	After each use
6	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Generally 3 or more times per day to include after all breaks
7	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop
8	Restrooms	Wipe areas of common human interaction		Spray with sprayer	Periodic, where frequently touched; generally 3 or more times per day



Custodial staff will clean classrooms and office areas nightly, focusing on disinfecting high-touch surfaces. Custodial staff will continue to do daily and regular walk-throughs to identify areas that require additional cleaning and after each room/area is disinfected, custodial staff will complete a visible "cleaning notification" clearly indicating the space has been thoroughly disinfected.

Enhanced Cleaning & Disinfection:

- In the event that a person is suspected/confirmed to have COVID -19 has been to a WSC facility, custodial staff will be informed by a member of the Work place Safety Team. Areas where the person visited or will be closed and marked to prevent others from unknowingly entering the area.
- The area will be ventilated by opening any outside windows or doors and ventilating fans may be used to increase airflow.
- After a 24 hour waiting period (or as long as is practical) cleaning will begin.
- Cleaning of the area will follow the most current recommendations of the CDC **Link:** [CDC cleaning and disinfection recommendations](#). An outside cleaning company **may also be utilized to provide enhanced cleaning & disinfection as needed.**

TECHNOLOGY

Due to the high level of Free and Reduced students in the Academy and the conversations with parents/students surveyed, WSC Academy has purchased new student technology and internet connection for **all** students. New Dell Chromebooks and Wi-fi jet packs will be provided for each student. This will ensure that all students have access and students that are homeless, in remote areas or are in transition have equal access to education. Each student will receive new technology from the Academy per prescribed CDC guidelines for distribution.

WSC Academy is provided with 24-hour Information technology support that will monitor to ensure that G-Suite applications and Chrome Books are functioning adequately. Students will be given language appropriate log-on instruction along with individual guidance on connection and usage. Students have direct access to Information technology support team to troubleshoot any issues to ensure continued access. Students **will not** return Chrome Books. They will be a part of the educational support services of the Academy.

Staff will continue in professional development for all platforms and updates to ensure that students can easily navigate assignments and curriculum. Due to the small size of our academy, all teachers have access to each student to support them with technology.

Attendance and usage will be monitored through the PLATO platform that shows engagement and activity along with Power School that will be monitored through individual teachers. Monitoring will assist in ensuring that students are engaged and are provided assistance if they are struggling with on-line platform.

BUDGET, FOOD SERVICE, ENROLLMENT, STAFFING

All staff will be utilized and paid during Phase 1-3. WSC Academy does not have a bargaining unit. The budget will be reviewed monthly according to student enrollment and state and federal funding. It will be used to ensure a vibrant and effective educational experience for all students.



As stated previously, all students and staff have access to PLATO on-line instruction, G-Suite platforms, and individualized packets. The Academy is open daily and available for “per request” pick-up as outlined by distribution guidelines. Any additional student/staff resources or platforms are provided by the Academy. Staff are provided with access to additional resources by request to Administer. The Education Support budget is available to ensure all needed resources are purchased.

The Academy has experienced no teacher turn over in the past three years. Adequate staff is available to support students within the academy and also within the Work Skills Corporation (Management Company) along with Vendors/Specialist secured for Special Needs student accommodations.

The Academy does not have a lunch program but ensures that all students are aware of information through our newsletters, social media, text and phone contacts of area food distribution programs connected with our Washtenaw Intermediate School District. Students/families are also aware of the food pantry on the property of the Academy which is available to all. Meals are also being supported through the current Executive Order providing additional food assistance to school age children whether they are Free and Reduced or not. Site: www.washtenawisd.org/covid-19.

The Academy graduated 17 students and is currently enrolling through social media, email and texts to our community for the 2020-21 school year. Enrollment will be on-going until count day with opportunities for on-line enrollment and on-site enrollment with safety protocols as outlined by the Academy and Workplace Safety Plans.



Phase 4 Safety Protocols

PPE

WSC Academy will comply with all Personal Protective Equipment protocols identified as “**Required**” on page 22 of the Roadmap, including when and where staff and students are required to wear facial coverings. In addition the Academy plans to procure and distribute personal protective equipment for students and staff to use when in building. This equipment will include disposable and reusable masks, , KN95 masks for Safety team, gloves and face shields for maintenance staff. The Academy has purchased additional protective Plexi-glass barriers for protection for teacher/guidance counselor stations and student desks to support General student and Special Needs student services.

Exceptions will be guided by the <https://www.adasoutheast.org/ada/publications/legal/ada-and-face-mask-policies.php>. The CDC states *“that a person who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face mask without assistance should not wear a face mask or cloth face covering. In addition, “If a person with a disability is not able to wear a face mask, state and local government agencies and private businesses must consider **reasonable modifications** to a face mask policy so that the person with the disability can participate in, or benefit from, the programs offered or goods and services that are provided”*

Therefore, WSC Academy has made accommodations in providing a room for individual, on-site instruction with 6-ft. distancing, for those students who are unable to tolerate a mask. Teachers who are unable to wear a mask will use same room and distancing and plexi-glass partitions will be used to ensure safety for both. The School Leader, Resource Room teacher and Guidance counselor will address all requests for mask modifications.

Hygiene

WSC Academy will comply with all Hygiene protocols identified as “**Required**” and “**Recommended**” on pages 22-23 of the Roadmap. The attached School Safety Plan outlines all protocols for sanitation, stocking and availability of supplies, hygiene education, and building signage.

Protocols

The Academy will takes its guidance from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html> and the local health department . It will be placing appropriate signage and markings throughout offices and classrooms to remind staff, students, families and visitors to maintain social distancing, wash hands adequately, wear masks, etc. The Academy will also:

- Encourage behaviors that reduce the spread of COVID-10
- Educate staff and families when they/their children should stay home and when they may return
- Teach and reinforce handwashing and respiratory etiquette
- Teach and reinforce use of cloth face coverings
- Maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings and no-touch trash cans.
- Post signs in highly visible locations (e.g. school entrances, restrooms) and promote everyday protective measures
- Announce on a regular basis ways to reduce the spread of COVID-19
- Continue to communicate with families and students regarding behaviors that can prevent the spread via websites, in emails and social media



- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Not allow any shared objects

CLEANING and DISINFECTING

Daily Protocol:

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Work station common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate https://www.epa.gov/sites/	Spray with hand held sprayer or wipe	Minimum at the end of each day
2	Offices, desk, and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	At the end of each meeting and end of day
3	General items often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with hand held sprayer or wipe	At least four times per day
4	Lunch/Break Area	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally 3 or more times per day
	Tableware	Disinfection of tableware		Sanitize in dishwasher on setting with a temperature higher than 60°C for longer than half an hour	After each use
6	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Generally 3 or more times per day to include after all breaks
7	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop
8	Restrooms	Wipe areas of common human interaction		Spray with sprayer	Periodic, where frequently touched; generally 3 or more times per day



As staff and students return to building, custodial staff will clean classrooms and office areas nightly, focusing on disinfecting high-touch surfaces. Custodial staff will continue to do daily and regular walk-throughs to identify areas that require additional cleaning and after each room/area is disinfected, custodial staff will complete a visible “cleaning notification” clearly indicating the space has been thoroughly disinfect.

Enhanced Cleaning & Disinfection:

- In the event that a person is suspected/confirmed to have COVID -19 has been to WSC Academy, custodial staff will be informed by a member of the Academy Safety Team. Areas where the person visited or will be closed and marked to prevent others from unknowingly entering the area.
- The area will be ventilated by opening any outside windows or doors and ventilating fans may be used to increase airflow.
- After a 24 hour waiting period (or as long as is practical) cleaning will begin.
- Cleaning of the area will follow the most current recommendations of the CDC
Link: [CDC cleaning and disinfection recommendations](#). An outside cleaning company **may also be utilized to provide enhanced cleaning & disinfection as needed.**

SCREENING PROTOCOL

Any student or staff that are physically reporting to the Academy will observe:

- Entrance through Main office atrium entryway only
- Social distancing guidelines (six feet from other people)
- Sanitize hands upon entering
- Face masks are required to enter the Academy (One will be provided if not available)
- Answer a simple COVID-19 questionnaire
 - Absence of symptoms consistent with COVID-19 for at least the last 72 hours including, fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, gastrointestinal symptoms including: diarrhea, vomiting, abdominal cramps or nausea, conjunctivitis (pink eye), loss of taste or smell.
 - No known contact with anyone diagnosed with COVID-19 or with symptoms consistent with COVID-19 for the last 14 days.
 - No travel in the last 14 days (as defined by the most recent travel restrictions under the Governor’s Executive Order).
Compliance with current recommendations on social gathering sizes (updated as new information is provided by the state government)
- Have temperature screened
- Awareness of and cooperation with all signage

- In the event that someone seeking entry to the academy has a temperature above 100 degrees or answers any of the screening questions in such a way to that suggests an exposure risk, the staff member monitoring the entry location will initiate the “Response to a suspected infection on-site” (See attached Workplace Safety Plan)
- The identity of staff exhibiting fever or other COVID-19 symptoms will only be shared with staff members who have a true need to know.



Development of Symptoms

- In the event that a staff or student develops symptoms consistent with COVID-19 while onsite they are safely exit the building when able. This includes safely donning their mask (if not already in place), moving to the nearest exit, avoiding all contact with co-workers or others in the area.
- The staff/student will report symptoms to their immediate Administrator, onsite member of the Work Place Safety Team or Human Resources by phone. (See attached Workplace Safety Plan)
- If the individual is not able to leave the facility they will be directed to the area of WSC identified as “Limited Access - Control Space” to temporarily allow people with possible exposures to arrange for transportation to their home or doctor. These spaces will be identified with signage indicating restricted access due to having been utilized by potentially infected individuals. The designated area is:
 - **WSC Academy – Room #8**
- The suspected infection is to be reported to the Human Resources Department, Public Health Department and/or Work Place Safety Team member assigned to each location.
- The individual reporting symptoms will be provided with the appropriate personal protection equipment which may include a mask, gloves or other items identified based on symptoms reported.
- The individual will be provided with instructions or supports to contact their physician.
- The individual will be asked to follow the direction of their healthcare provider and not return to work until after they are no longer infectious. They will receive guidance from local health officials that will provide instructions regarding return to work according to the most current guidelines from the CDC.

When to Seek Emergency Medical Attention

- During routine health monitoring, look for emergency warning signs for COVID-19. If a someone is showing any of these signs, seek emergency medical care immediately
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face

SPACING PROTOCOLS

- Adjustment of seating and desks, to allow for students/staff to maintain a six-foot distance
- Markings and signage on floors and walls ensuring that everyone remains six feet apart when in hallway, waiting to enter a office, standing in line, etc.
- Strict daily protocols for entering office space including:
 - Attesting to not having any related Covid-19 symptoms via an electronic survey/web app
 - Confirming normal temperatures (through self-administered temperature checks or site-based forehead thermometer readers)



- o Hand sanitizing and regular hand washing when entering and throughout the day
 - o Required wearing of face coverings in areas where maintaining six feet of distance is not possible
- The Academy does not provide transportation to its students
- The Academy does not have a lunch program but use its general funds to provide a box lunch to students while on campus. Students will eat at their desks in the 6 ft. distance environment. Hygiene to include handwashing and disposal of trash will be instructed and enforced.
- All Afterschool club activity will be provided during the school day within the specific Cohort days
- The Academy does not have an Athletic programs



Phase 4 Mental & Social-Emotional Health

WSC Academy will comply with all of the Strongly Recommended protocols as outlined in the MI Safe Start protocol. The Academy counselor will be the mental health liaison that will work with the school district, local public health and community partners.

WSC Academy students will continue to receive individual counseling services from a licensed professional counselor (LLPC) and licensed school counselor in the areas of social-emotional wellness and career guidance and support. A universal screener will be administered to all new students via Google Forms (or administered in-person if more appropriate and available) and the counselor will use that data received to continue to inform a caseload of students, as well as information and resources that need to be distributed to families and/or referrals that need to be made to community providers. This universal screener will be a battery of screening tools; specifically the Screen for Child Anxiety Related Disorders, Patient Health Questionnaire-9, as well as the Child's Reaction to Traumatic Events Scale.

For students that will be on her individual counseling caseload, she will use an informed consent outlining confidentiality laws and then will pull from a variety of counselor-created resources to address needs around anxiety/depression, personal organization, motivation, etc. and provide video-chat sessions for virtual students via Zoom and Google Voice. All career and college presentations and mental health resources and information will be available to students on the school website and a professional Instagram. If health concerns exist, in-person counseling groups will not be available, however the counselor will provide in-person distanced, individual sessions when appropriate for students if they are onsite at the school.

Counselor will continue to train staff on referral protocol for at-risk students, key factors in identifying at-risk students, a crisis management team and plan, and self-care resources. Counselor will act as the mental health liaison to connect students with specific needs to community resources and social work services as necessary. She will also partner with school administration to communicate information around COVID-19 to all students and parents via the school messenger system, school website, and the professional counseling Instagram account. Her email will be distributed to school stakeholders as a means of addressing mental health concerns stemming from COVID-19.

The counselor will work with the WSC team to determine a calendar of professional development to provide continual conversation around a variety of topics, not limited to social-emotional learning and trauma-informed practices.



Phase 4 Instruction

In Phase IV, WSC Academy high school will offer two options for learning:

- A 100% remote/virtual learning model **or** a Hybrid model:

Remote Learning Model

All students will have the option for not returning to school and completing their course work 100% on line with teacher support.

Hybrid Model:

- . Students in **Cohort A** will attend school on Mondays and Tuesdays while students in Cohort B learn remotely
- . Students in **Cohort B** will attend school on Wednesdays and Thursdays while students in Cohort A learn remotely
- . All students will have remote instruction on Fridays to allow for deep cleaning and sanitizing of the building.

Other considerations:

- Students who need additional instructional opportunities would attend more in person instruction with interventionists and other supports
- Self-contained programs would meet four days per week

Student cohorts will be approximately 8 students or less. This allows for social distancing, easier management of handwashing and surface sanitization. Groups of students stay together and the teacher will move throughout classrooms. Groups will not mix. Students remain at least 6 feet apart and do not share objects. With the purchase of individual Chrome Books, implementation of Google Suite and our PLATO platform, students will experience robust remote learning opportunities.

WSC Academy will comply with all Personal Protective Equipment protocols identified as “**Required**” on page 22 of the Roadmap, including when and where staff and students are required to wear facial coverings. In addition, the Academy has purchased additional protective plexi-glass protection for teacher/guidance counselor stations and student desks to support General student and Special Needs services. The Academy is taking direction from cdc.gov site

The WSC-Academy Parent Group has monthly scheduled meetings to inform, educate and collaborate with parent, family and the community relative to the education of the students. The purpose of the group continues to bring together the district, school leadership, board members, local organizations, parents and students to represent and continuously share information via conference call, website, ZOOM conferencing, emails and phone calls. The leadership team contacted parents via survey, and continuously made contact to parents relative to online learning and students’ engagement during the COVID -19 pandemic crisis. This process and collaborative sessions will continue remotely using district website, ZOOM conferencing, emails and phones calls to keep parents informed about various opportunities for their students. It will also provide an opportunity for their input to support the staff relative to their issues and concerns to ensure that the format and safety is observed.

WSC-Academy will continue to provide the parents with the opportunity to obtain information relative to their children using PowerSchool and PLATO which also provides clear information regarding the curriculum, student progress, and grades. Parents can learn more about the Hybrid Model by visiting the district website and in addition we will provide informational sessions as well as opportunities for parents and the community to ask questions. During this COVID-19 crisis as students return, the teaching staff, school leadership and various expert consults will provide a variety of resources to parents as they



partnership in their child's education. The district will be aligned with the State, county, and local agencies to offer family support that provide families with:

- Training to access the school's systems and tools, activities and strategies to help them with obtaining support for their child and how to create their own digital literacy.

WSC-Academy's school leadership, instructional staff and support staff have engaged in various and intentional professional development sessions via online learning, seminars and webinars to improve teaching and learning. The staff goals remain the same to continue prepare students for success in a rapidly -changing world that demands the 21st century skills and to improve critical thinking, problem solving, leadership skills, accessing and analyzing information and effective oral and written communication.

- The Academy does not provide transportation
- The Academy does not have an athletic program



Phase 4 Operations

During Phase IV the Academy will continue to offer the blended hybrid model of learning for its students as it has done since its inception.

FACILITIES

WSC Academy will continue to be maintained in good working order in order to prepare for the return of students. The Academy will comply with all "Strongly Recommended" protocols as outlined on pages 33-36. Cleaning and disinfection supplies will be replenished and the Academy coordinates with Washtenaw Intermediate Schools protocols and Washtenaw County Emergency Services for support.

Cleaning and disinfection protocols will be conducted according to the CDC School Decision Tree and staff will be outfitted in surgical masks when performing duties. The Academy has one (1) custodial staff and also monthly support from Orkin and Work Skills Corporation Pandemic Team cleaning crew along with guidance from the CDC School Decision Tree protocols.

Hygiene

WSC Academy will comply with all Hygiene protocols identified as "**Strongly Recommended**" on pages 38-44 of the Roadmap. The attached School Safety Plan outlines all protocols for sanitation, stocking and availability of supplies, hygiene education, and building signage.

Protocols

The Academy will take its guidance from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html> and the local health department. It will be placing appropriate signage and markings throughout offices and classrooms to remind staff, students, families and visitors to maintain social distancing, wash hands adequately, wear masks, etc. The Academy will also:

- Encourage behaviors that reduce the spread of COVID-10
- Educate staff and families when they/their children should stay home and when they may return
- Teach and reinforce handwashing and respiratory etiquette
- Teach and reinforce use of cloth face coverings
- Maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings and no-touch trash cans.
- Post signs in highly visible locations (e.g. school entrances, restrooms) and promote everyday protective measures
- Announce on a regular basis ways to reduce the spread of COVID-19
- Continue to communicate with families and students regarding behaviors that can prevent the spread via websites, in emails and social media
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Not allow any shared objects

Custodial staff will clean classrooms and office areas nightly, focusing on disinfecting high-touch surfaces. Custodial staff will continue to do daily and regular walk-throughs to identify areas that require additional cleaning and after each room/area is disinfected, custodial staff will complete a visible "cleaning notification" clearly indicating the space has been thoroughly disinfected.



Enhanced Cleaning & Disinfection:

- In the event that a person is suspected/confirmed to have COVID -19 has been to a WSC facility, custodial staff will be informed by a member of the Work place Safety Team. Areas where the person visited or will be closed and marked to prevent others from unknowingly entering the area.
- The area will be ventilated by opening any outside windows or doors and ventilating fans may be used to increase airflow.
- After a 24 hour waiting period (or as long as is practical) cleaning will begin.
- Cleaning of the area will follow the most current recommendations of the CDC **Link:** CDC cleaning and disinfection recommendations. An outside cleaning company **may also be utilized to provide enhanced cleaning & disinfection as needed.**

BUDGET, FOOD SERVICE, ENROLLMENT, STAFFING

With the Academy hybrid model, all positions will require all staff continue to be utilized and paid. The Academy has no bargaining unit and has adequate staff to support a vibrant academic hybrid model. The budget will continue to be monitored as it relates to student enrollment to support all the needs for technology, student engagement and teacher support. The board and management company will assist should any staff openings become available as prescribed in the MI Safe Start Plan Phase IV.

The Academy does not have a lunch program but use its general funds to provide a box lunch to students while on campus. Students will eat at their desks in the 6 ft. distance environment. Hygiene to include handwashing and disposal of trash will be instructed and enforced. The Academy also ensures that all students are aware of information through our newsletters, social media, text and phone contacts of area food distribution programs connected with our Washtenaw Intermediate School District. Students/families are also aware of the food pantry on the property of the Academy which is available to all. Meals are also being supported through the current Executive Order providing additional food assistance to school age children whether they are Free and Reduced or not. Site: www.washtenawisd.org/covid-19.

TECHNOLOGY

Due to the high level of Free and Reduced students in the Academy and the conversations with parents/students surveyed, WSC Academy has purchased new student technology and internet connection for all students. New Dell Chromebooks and Wi-fi jet packs will be provided for each student. This will ensure that all students have access and students that are homeless, in remote areas or are in transition have equal access to education. Each student will receive new technology from the Academy per prescribed CDC guidelines for distribution.

WSC Academy is provided with 24-hour Information technology support that will monitor to ensure that G-Suite applications and Chrome Books are functioning adequately. Students will be given language appropriate log-on instruction along with individual guidance on connection and usage. Students have direct access to Information technology support team to troubleshoot any issues to ensure continued access. Students **will not** return Chrome Books. They will be a part of the educational support services of the Academy.

Staff will continue in professional development for all platforms and updates to ensure that students can easily navigate assignments and curriculum. Due to the small size of our academy, all teachers have access to each student to support them with technology.



Attendance and usage will be monitored through the PLATO platform that shows engagement and activity along with Power School that will be monitored through individual teachers. Monitoring will assist in ensuring that students are engaged and are provided assistance if they are struggling with on-line platform.



Phase 5 Safety Protocols

The Academy will continue to offer the blended hybrid model of learning for its students as it has done since its inception.

PPE

WSC Academy will comply with all Personal Protective Equipment protocols identified as “**Strongly Recommended**” on pages 38-44 of the Roadmap, including when and where staff and students are required to wear facial coverings. In addition the Academy plans to procure and distribute personal protective equipment for students and staff to use when in building. This equipment will include disposable and reusable masks, KN95 masks for Safety team, gloves and face shields for maintenance staff. The Academy has purchased additional protective Plexi-glass barriers for protection for teacher/guidance counselor stations and student desks to support General student and Special Needs students services.

Exceptions will be guided by the <https://www.adasoutheast.org/ada/publications/legal/ada-and-face-mask-policies.php>. The CDC states *“that a person who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the face mask without assistance should not wear a face mask or cloth face covering. In addition, “If a person with a disability is not able to wear a face mask, state and local government agencies and private businesses must consider **reasonable modifications** to a face mask policy so that the person with the disability can participate in, or benefit from, the programs offered or goods and services that are provided”*

Therefore, WSC Academy has made accommodations in providing a room for individual, on-site instruction with 6-ft. distancing, for those students who are unable to tolerate a mask. Teachers who are unable to wear a mask will use same room and distancing and plexi-glass partitions will be used to ensure safety for both. The School Leader, Resource Room Teacher and Guidance counselor will address all requests for mask modifications.

Hygiene

WSC Academy will comply with all Hygiene protocols identified as “**Strongly Recommended**” on pages 38-44 of the Roadmap. The attached School Safety Plan outlines all protocols for sanitation, stocking and availability of supplies, hygiene education, and building signage.

Protocols

The Academy will take its guidance from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html> and the local health department. It will be placing appropriate signage and markings throughout offices and classrooms to remind staff, students, families and visitors to maintain social distancing, wash hands adequately, wear masks, etc. The Academy will also:

- Encourage behaviors that reduce the spread of COVID-10
- Educate staff and families when they/their children should stay home and when they may return
- Teach and reinforce handwashing and respiratory etiquette
- Teach and reinforce use of cloth face coverings
- Maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings and no-touch trash cans.



- Post signs in highly visible locations (e.g. school entrances, restrooms) and promote everyday protective measures
- Announce on a regular basis ways to reduce the spread of COVID-19
- Continue to communicate with families and students regarding behaviors that can prevent the spread via websites, in emails and social media
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Not allow any shared objects

CLEANING and DISINFECTING protocols will continue as in Phase V

#	Area/Place	Disinfection Content	Disinfectant	Disinfection Measures	Frequency
1	Work station common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate https://www.epa.gov/sites/	Spray with hand held sprayer or wipe	Minimum at the end of each day
2	Offices, desk, and conference rooms	Table and chair surface		Spray with hand held sprayer or wipe	At the end of each meeting and end of day
3	General items often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with hand held sprayer or wipe	At least four times per day
4	Lunch/Break Area	Table and chair surfaces, dispensers, vending machines, etc.		Spray with sprayer	Generally 3 or more times per day
	Tableware	Disinfection of tableware		Sanitize in dishwasher on setting with a temperature higher than 60°C for longer than half an hour	After each use
6	Vending machines	Interface surfaces (pay, selection and vending surfaces)		Spray with sprayer	Generally 3 or more times per day to include after all breaks
7	All floors and walls	All general floors and walls at site		Mop	Periodic, where frequently touched; mop
8	Restrooms	Wipe areas of common human interaction		Spray with sprayer	Periodic, where frequently touched; generally 3 or more times per day



In addition, as staff and students return to building, custodial staff will clean classrooms and office areas nightly, focusing on disinfecting high-touch surfaces. Custodial staff will continue to do daily and regular walk-throughs to identify areas that require additional cleaning and after each room/area is disinfected, custodial staff will complete a visible “cleaning notification” clearly indicating the space has been thoroughly disinfect.

Enhanced Cleaning & Disinfection:

- In the event that a person is suspected/confirmed to have COVID -19 has been to WSC Academy, custodial staff will be informed by a member of the Academy Safety Team. Areas where the person visited or will be closed and marked to prevent others from unknowingly entering the area.
- The area will be ventilated by opening any outside windows or doors and ventilating fans may be used to increase airflow.
- After a 24 hour waiting period (or as long as is practical) cleaning will begin.
- Cleaning of the area will follow the most current recommendations of the CDC **Link:** [CDC cleaning and disinfection recommendations](#). An outside cleaning company **may also be utilized to provide enhanced cleaning & disinfection as needed.**

SCREENING PROTOCOL

WSC Academy will comply with all “Strongly Recommended” protocols as outlined on page 40 and 41. Any student or staff that are physically reporting to the Academy will observe:

- Entrance through Main office atrium entryway only
- Social distancing guidelines (six feet from other people)
- Sanitize hands upon entering
- Face masks are required to enter the Academy (One will be provided if not available)
- Answer a simple COVID-19 questionnaire
 - Absence of symptoms consistent with COVID-19 for at least the last 72 hours including, fever, chills, cough, difficulty breathing, headache, sore throat, muscle/joint aches, gastrointestinal symptoms including: diarrhea, vomiting, abdominal cramps or nausea, conjunctivitis (pink eye), loss of taste or smell.
 - No known contact with anyone diagnosed with COVID-19 or with symptoms consistent with COVID-19 for the last 14 days.
 - No travel in the last 14 days (as defined by the most recent travel restrictions under the Governor’s Executive Order).
Compliance with current recommendations on social gathering sizes (updated as new information is provided by the state government)
- Have temperature screened
- Awareness of and cooperation with all signage



- In the event that someone seeking entry to the academy has a temperature above 100 degrees or answers any of the screening questions in such a way to that suggests an exposure risk, the staff member monitoring the entry location will initiate the “Response to a suspected infection on-site” (See attached Workplace Safety Plan)
- The identity of staff exhibiting fever or other COVID-19 symptoms will only be shared with staff members who have a true need to know.

Development of Symptoms

- In the event that a staff or student develops symptoms consistent with COVID-19 while onsite they are safely exit the building when able. This includes safely donning their mask (if not already in place), moving to the nearest exit, avoiding all contact with co-workers or others in the area.
- The staff/student will report symptoms to their immediate Administrator, onsite member of the Work Place Safety Team or Human Resources by phone. (See attached Workplace Safety Plan)
- If the individual is not able to leave the facility they will be directed to the area of WSC identified as “Limited Access - Control Space” to temporarily allow people with possible exposures to arrange for transportation to their home or doctor. These spaces will be identified with signage indicating restricted access due to having been utilized by potentially infected individuals. The designated area is:
 - **WSC Academy – Room #8**
- The suspected infection is to be reported to the Human Resources Department, Public Health Department and/or Work Place Safety Team member assigned to each location.
- The individual reporting symptoms will be provided with the appropriate personal protection equipment which may include a mask, gloves or other items identified based on symptoms reported.
- The individual will be provided with instructions or supports to contact their physician.
- The individual will be asked to follow the direction of their healthcare provider and not return to work until after they are no longer infectious. They will receive guidance from local health officials that will provide instructions regarding return to work according to the most current guidelines from the CDC..

When to Seek Emergency Medical Attention

- During routine health monitoring, look for emergency warning signs for COVID-19. If a someone is showing any of these signs, seek emergency medical care immediately
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face

SPACING PROTOCOLS

- Adjustment of seating and desks, to allow for students/staff to maintain a six-foot distance



- Markings and signage on floors and walls ensuring that everyone remains six feet apart when in hallway, waiting to enter a office, standing in line, etc.
- Strict daily protocols for entering office space including:
 - Attesting to not having any related Covid-19 symptoms via an electronic survey/web app
 - Confirming normal temperatures (through self-administered temperature checks or site-based forehead thermometer readers)
 - Hand sanitizing and regular hand washing when entering and throughout the day
 - Required wearing of face coverings in areas where maintaining six feet of distance is not possible
- The Academy does not provide transportation to its students
- The Academy does not have a lunch program but use its general funds to provide a box lunch to students while on campus. Students will eat at their desks in the 6 ft. distance environment. Hygiene to include handwashing and disposal of trash will be instructed and enforced.
- All Afterschool club activity will be provided during the school day within the specific Cohort days
- The Academy does not have an Athletic programs



Phase 5 Mental & Social-Emotional Health

WSC Academy will comply with Recommended protocols as outlined in the MI Safe Start protocol. The academy and Professional counselor will be the mental health liaison that will work with the school district, local public health and community partners

WSC Academy students will continue to provide on-going group and individual counseling services from a licensed professional counselor (LLPC) and licensed school counselor in the areas of social-emotional wellness and career guidance and support. Data from continued surveys of parents and student will be used to inform a caseload of students, as well as information and resources that need to be distributed to families and/or referrals that need to be made to community providers. The universal screener will continue to be used along with be a battery of screening tools; specifically the Screen for Child Anxiety Related Disorders, Patient Health Questionnaire-9, as well as the Child's Reaction to Traumatic Events Scale.

For students that will be on counselor individual counseling caseload, she will use an informed consent outlining confidentiality laws and then will pull from a variety of counselor-created resources to address needs around anxiety/depression, personal organization, motivation, etc. and provide video-chat sessions for virtual students via Zoom and Google Voice. All career and college presentations and mental health resources and information will be available to students on the school website and a professional Instagram and will be presented on-site and with college and career professionals. If there are health concerns in-person counseling groups will not be available, however the counselor will provide in-person distanced, individual sessions when appropriate for students if they are onsite at the school.

The counselor will continue to review and train staff on referral protocol for at-risk students, key factors in identifying at-risk students, a crisis management team and plan, and self-care resources. She will act as the mental health liaison to connect students with specific needs to community resources and social work services as necessary. She will also partner with school administration to communicate information around COVID-19 to all students and parents via the school messenger system, school website, and the professional counseling Instagram account. Her email will be distributed to school stakeholders as a means of addressing mental health concerns stemming from COVID-19.

The counselor will monitor and assure that the developed calendar of professional development is being followed and provide continual conversation around a variety of topics, not limited to social-emotional learning and trauma-informed practices.



Phase 5 Instruction

WSC Academy has always been a blended model. Based on our data our parents are choosing to continue with our blended model while at the present time 89% are requesting virtual due to our success in the past. In Phase V, WSC Academy high school will to offer:

- A 100% remote/virtual learning model **or** a Hybrid model:

Remote Learning Model

All students will have the option for not returning to school and completing their course work 100% on line with teacher support.

Hybrid Model:

- . Students in **Cohort A** will attend school on Mondays and Tuesdays while students in Cohort B learn remotely
- . Students in **Cohort B** will attend school on Wednesdays and Thursdays while students in Cohort A learn remotely
- . All students will have remote instruction on Fridays to allow for deep cleaning and sanitizing of the building.

Other considerations:

- Students who need additional instructional opportunities would attend more in person instruction with interventionists and other supports
- Self-contained programs would meet four days per week

Student cohorts will be approximately 8 students or less. This allows for social distancing, easier management of handwashing and surface sanitization. Groups of students stay together and the teacher will move throughout classrooms. Groups will not mix. Students remain at least 6 feet apart and do not share objects. With the purchase of individual Chrome Books, implementation of Google Suite and our PLATO platform, students will experience robust remote learning opportunities.

Governance

The teachers have received feedback through individual student and parent conversations and virtual focus groups regarding learning experiences. The teaching staff will continue to participate in seminars and in virtual professional development to increase knowledge in remote teaching, Google suite online platforms and remote context teaching to provide additional remote teaching/learning support through University of Michigan, Michigan State University and other professional organizations. Teachers will continue to attend virtual professional development as prescribed by Principal and Administration. Plan updates will continue to be communicated to board members, families, students and community stakeholders on our website and through written communications. WSC Academy will continue to stay in contact with Washtenaw Health department, Intermediate School District services and supports to ensure the best services are available to our students. We will also to comply with all Covid-related policies and Executive order requirements as it pertains to school protocol.

Instruction

Technology will be assessed for every student to ensure that it is in working order and that 24-hour technical access to support is available. Teachers, administrators and support wrap around agencies will review data to identify any trends or pacing needs. Adjustments will be made to ensure competence.



Review of all Special Education needs and services will be reviewed to ensure engagement in Phase V.

WSC Academy will comply with all Personal Protective Equipment protocols identified as **“Required”** on page 22 of the Roadmap, including when and where staff and students are required to wear facial coverings. In addition, the Academy has purchased additional protective plexi-glass protection for teacher/guidance counselor stations and student desks to support General student and Special Needs services. The Academy is taking direction from cdc.gov site

Community and Family Support

The WSC-Academy Parent Group has monthly scheduled meetings to inform, educate and collaborate with parent, family and the community relative to the education of the students. The purpose of the group continues to bring together the district, school leadership, board members, local organizations, parents and students to represent and continuously share information via conference call, website, ZOOM conferencing, emails and phone calls. The leadership team contacted parents via survey, and continuously made contact to parents relative to online learning and students' engagement during the COVID -19 pandemic crisis. This process and collaborative sessions will continue remotely using district website, ZOOM conferencing, emails and phones calls to keep parents informed about various opportunities for their students. It will also provide an opportunity for their input to support the staff relative to their issues and concerns to ensure that the format and safety is observed.

WSC-Academy will continue to provide the parents with the opportunity to obtain information relative to their children using PowerSchool and PLATO which also provides clear information regarding the curriculum, student progress, and grades. Parents can learn more about the Hybrid Model by visiting the district website and in addition we will provide informational sessions as well as opportunities for parents and the community to ask questions. During this COVID-19 crisis as students return, the teaching staff, school leadership and various expert consults will provide a variety of resources to parents as they partnership in their child's education. The district will be aligned with the State, county, and local agencies to offer family support that provide families with:

- Training to access the school's systems and tools, activities and strategies to help them with obtaining support for their child and how to create their own digital literacy.

Professional Learning

WSC-Academy's school leadership, instructional staff and support staff have engaged in various and intentional professional development sessions via online line learning, seminars and webinars to improve teaching and learning. The staff goals remain the same to continue prepare students for success in a rapidly -changing world that demands the 21st century skills and to improve critical thinking, problem solving, leadership skills, accessing and analyzing information and effective oral and written communication.

Other Considerations

WSC Academy will return to Phase 1-3 for 100% remote should it be required by Executive Order.



Phase 5 Operations

During Phase V the Academy will continue to offer the blended hybrid model of learning for its students as it has done since its inception.

FACILITIES

WSC Academy will continue to be maintained in good working order in order to prepare for the return of students. The Academy will comply with all “Strongly Recommended” protocols as outlined on pages 33-36. Cleaning and disinfection supplies will be replenished and the Academy coordinates with Washtenaw Intermediate Schools protocols and Washtenaw County Emergency Services for support.

Cleaning and disinfection protocols will be conducted according to the CDC School Decision Tree and staff will be outfitted in surgical masks when performing duties. The Academy has one (1) custodial staff and also monthly support from Orkin and Work Skills Corporation Pandemic Team cleaning crew along with guidance from the CDC School Decision Tree protocols.

Hygiene

WSC Academy will comply with all Hygiene protocols identified as “**Strongly Recommended**” on pages 38-44 of the Roadmap. The attached School Safety Plan outlines all protocols for sanitation, stocking and availability of supplies, hygiene education, and building signage.

Protocols

The Academy will take its guidance from <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html> and the local health department. It will be placing appropriate signage and markings throughout offices and classrooms to remind staff, students, families and visitors to maintain social distancing, wash hands adequately, wear masks, etc. The Academy will also:

- Encourage behaviors that reduce the spread of COVID-10
- Educate staff and families when they/their children should stay home and when they may return
- Teach and reinforce handwashing and respiratory etiquette
- Teach and reinforce use of cloth face coverings
- Maintain adequate supplies including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings and no-touch trash cans.
- Post signs in highly visible locations (e.g. school entrances, restrooms) and promote everyday protective measures
- Announce on a regular basis ways to reduce the spread of COVID-19
- Continue to communicate with families and students regarding behaviors that can prevent the spread via websites, in emails and social media
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Not allow any shared objects

Custodial staff will clean classrooms and office areas nightly, focusing on disinfecting high-touch surfaces. Custodial staff will continue to do daily and regular walk-throughs to identify areas that require additional cleaning and after each room/area is disinfected, custodial staff will complete a visible “cleaning notification” clearly indicating the space has been thoroughly disinfected.



Enhanced Cleaning & Disinfection:

- In the event that a person is suspected/confirmed to have COVID -19 has been to a WSC facility, custodial staff will be informed by a member of the Work place Safety Team. Areas where the person visited or will be closed and marked to prevent others from unknowingly entering the area.
- The area will be ventilated by opening any outside windows or doors and ventilating fans may be used to increase airflow.
- After a 24 hour waiting period (or as long as is practical) cleaning will begin.
- Cleaning of the area will follow the most current recommendations of the CDC **Link: [CDC cleaning and disinfection recommendations](#). An outside cleaning company may also be utilized to provide enhanced cleaning & disinfection as needed.**

BUDGET, FOOD SERVICE, ENROLLMENT, STAFFING

With the Academy hybrid model, all positions will require all staff continue to be utilized and paid. The Academy has no bargaining unit and has adequate staff to support a vibrant academic hybrid model. The budget will continue to be monitored as it relates to student enrollment to support all the needs for technology, student engagement and teacher support. The board and management company will assist should any staff openings become available as prescribed in the MI Safe Start Plan Phase IV.

The Academy does not have a lunch program but use its general funds to provide a box lunch to students while on campus. Students will eat at their desks in the 6 ft. distance environment. Hygiene to include handwashing and disposal of trash will be instructed and enforced. The Academy also ensures that all students are aware of information through our newsletters, social media, text and phone contacts of area food distribution programs connected with our Washtenaw Intermediate School District. Students/families are also aware of the food pantry on the property of the Academy which is available to all. Meals are also being supported through the current Executive Order providing additional food assistance to school age children whether they are Free and Reduced or not. Site: www.washtenawisd.org/covid-19.

TECHNOLOGY

Parents and students will be surveyed as to the condition of their devices used in their homes. Adjustments/replacements will be conducted to ensure each student has access to all academic platforms, resources and Wi-fi internet connection. We will continue to monitor family transition to ensure that all students have access, especially those students that are homeless or in remote areas. Any new students will receive new technology from the Academy per prescribed CDC guidelines for distribution.

WSC Academy is provided with 24-hour Information technology support that will monitor to ensure that G-Suite applications and Chrome Books are functioning adequately. Students will be given language-appropriate log-on instructions along with individual guidance on connection and usage. Students have direct access to an Information technology support team to troubleshoot any issues to ensure continued access. Students **will not** return Chrome Books. They will be a part of the educational support services of the Academy.



Staff will continue in professional development for all platforms and updates to ensure that students can easily navigate assignments and curriculum. Due to the small size of our academy, all teachers have access to each student to support them with technology.

Attendance and usage will be monitored through the PLATO platform that shows engagement and activity along with Power School that will be monitored through individual teachers. Monitoring will assist in ensuring that students are engaged and are provided assistance if they are struggling with on-line platform.

- The Academy does not offer an Athletics Program
- The Academy does not provide transportation