

# COVID-19 Preparedness and Response Plan

## Lake Michigan Academy

**Name of District:** Lake Michigan Academy

**Address of District:** 2428 Burton Ave., SE, Grand Rapids, MI 49546

**District Code Number:** 07124

**Web Address of the District:** [www.mylma.org](http://www.mylma.org)

**Name of Intermediate School District:** Kent Intermediate School District

**Name of Authorizing Body (if applicable):** N/A

# Preparedness Plan Introduction

## Mandates

On March 12, 2020, Governor Whitmer ordered the closing of all Michigan private and public schools in response to the COVID-19 pandemic. Her [Executive Order 2020-142](#), included a structure intended to support schools as they prepare to return to school in the fall. This order requires schools to adopt a COVID-19 Preparedness and Response Plan which includes how schools will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). The Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. Districts were provided the flexibility to tailor instruction to the particular needs of their students and to the disease conditions present in their regions.

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) is required to 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. When completed, this document will serve as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be submitted to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan will be posted on the nonpublic school's public website home page no later than August 17, 2020.

## Process

In May of 2020, a Reopening Committee was formed by the CEO/Principal of Lake Michigan Academy. The composition of the committee was a cross section of stakeholders and included the following:

Mrs. Sally Berry, Director, Turning Pages

Mr. Joe Chamberlin, Lake Michigan Academy board member

Mrs. Wendy Fain, Lake Michigan Academy parent and paraeducator

Mrs. Christen Kochanski, LMA middle school teacher

Mr. David Staal, Director of Operations and Technology and teacher

The committee met three times: June 24, July 16, and August 3, 2020. This committee was divided into three focus areas: facilities, curriculum, and human resources. Committee members met between meetings to formulate their recommendations based on the requirements set forth by the Governor's office.

Lake Michigan Academy has taken a conservative approach to developing a plan with the intent of keeping the faculty, staff, students, and parents/guardians safe and healthy. We believe given our small size coupled with the safety measures we have put in place, that the school environment is the best place for our students to grow and thrive. While we plan to open face-to-face in the fall, we are prepared, at any time, to migrate to a remote- learning environment if required by the governor's office or if

recommended by the Kent County Health Department in the event the number of cases identified among the student body or staff of Lake Michigan Academy reach a critical level.

## Preparedness Plan Assurances

Lake Michigan Academy agrees to meet all of the following requirements of Executive Order 2020-142.

- ✓ Lake Michigan Academy assures that when it provides in-person instruction to its students without disabilities, we will also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ Lake Michigan Academy assures that when schools are closed to in-person instruction, we will 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 assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ Lake Michigan Academy 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.
- ✓ Lake Michigan Academy 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.
- ✓ Lake Michigan Academy assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* 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.
- ✓ Lake Michigan Academy assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ Lake Michigan Academy assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan.
- ✓ Lake Michigan Academy assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.

- ✓ Lake Michigan Academy assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ Lake Michigan Academy assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees 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 [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.** 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. Describe how the district will 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.

Lake Michigan Academy will provide students with remote instruction when the state is in Phase 1, 2, or 3. Our school provides all students with one-to-one technology (Chromebooks). Presently, all students enrolled in the school have access to the internet while at school and at home. In the event a new student were to join the school without internet access from their home, Lake Michigan Academy is prepared to work with the family to obtain access and will provide necessary resources (hotspots, etc. depending on the situation). All students enrolled at Lake Michigan Academy also have necessary tools such as paper, pencils, etc. Likewise, the school will provide these resources to any new student who does not have these resources in their home.

Faculty and staff will have daily contact (live and through pre-made videos) with students Monday through Thursday. Friday’s will be reserved for work completion, assistance with assignments, and social-emotional growth. Students may request a meeting with their teacher and teachers may request one-on-one or small group meetings with students. Academic content, counseling services, social gatherings, and Parent meetings will take place through Google Classroom.

Students will be expected to attend class (attendance will be taken) and complete assigned work. In the event a student obtains 5 absences, the parent will be contacted by the teacher and/or school counselor. Students who do not complete the work will be expected to meet with their teacher(s). In extreme cases, the school principal will meet with the teacher, student, and family to develop a plan of action.

Student mental health issues will be monitored by the school counselor. In cases where concern is noted, the counselor will reach out to the student, their families, and any outside clinicians who are working with the student to address the concern and develop a plan consistent with current therapeutic efforts. Families who do not have outside clinical support will be referred to local resources and also provided with referrals to public and/or private clinicians if needed. Parents/guardians will meet with Lake Michigan Academy administration and faculty once per week through google hangout. parents

and guardians will also have access to bi-weekly Parent Support Group meetings, which will be facilitated by the school's principal. The school counselor will also provide families and teachers with social emotional materials that address various areas of mental health relative to various needs demonstrated by our students. These materials will emphasize positive self-care strategies that promote health and wellness.

**B.** 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. Those policies and procedures must, at a minimum, include:

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 preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 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 grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

#### Lake Michigan Academy's Implementation Plan

##### Facial Coverings

- All students in grades 6-12, as well as faculty, and staff will be required to wear facial coverings at all times except during meals
- All students in grades 1-5 who remain in their class throughout the school day and do not come into close contact with other students in other classes, will not be required to wear a mask in their classroom, but will be required to wear masks in common areas
- Facial coverings may be homemade (washed daily)
- Facial coverings may be disposable and must be disposed of at the end of each day
- Students and the teachers of students with hearing impairments, those who possess Central Auditory Processing deficits, or who require the usage of an amplification system will be allowed to wear clear masks and/or clear shields during instructional time in the classroom
- Students and the teachers of students with hearing impairments, those who possess Central Auditory Processing deficits, or who require the usage of an amplification system will be required to wear either homemade, clear or disposable masks in the hallways and common areas
- Any student, faculty or staff member who cannot medically tolerate a facial covering will not be required to wear a mask. Documentation of the condition must be provided.
- Any student, faculty or staff member who is unable to remove the facial covering without assistance will not wear a facial covering
- Information on how to wear and clean masks will be provided to parents and guardians and students at orientation
- parents and guardians will be encouraged to begin instructing and practicing wearing a mask at home with their children. Instructional information will be sent to parents and guardians prior to the start of school
- Teachers will provide instruction and practice of newly established school routines and will continue this training until students have mastered the routines
- Signage will be posted throughout the school on mask wearing
- Disposable masks will be available to all students at the school on a daily basis
- Individuals who request a medical exemption will be required to meet with the Principal and provide rationale and documentation

- All guests of Lake Michigan Academy will be required to wear a mask and disposable masks will be available for their use
- Students, staff, faculty, and guests who do not comply with the mask wearing requirement will be escorted from the building or placed in the designated COVID-19 isolation room until they leave the school

## 2. Hygiene and Spacing, Movement and Access

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

### Lake Michigan Academy's Implementation Plan

- Hand sanitizing stations containing sanitizer that is at least 60% alcohol will be placed at the entry of each classroom
- Visual reminders of proper handwashing will be displayed throughout the building
- Additional hand sanitizing stations will be placed at the entrance to the school, the main office, and the Community Room
- Cleaning supplies will be replenished each day in each classroom
- Each classroom will post the sanitizing protocol used throughout the day
- Sanitizing procedures will be communicated to parents and guardians through the weekly newsletter, the website, and during orientation
- parents and guardians will be encouraged to practice handwashing techniques with their child at home prior to the start of school
- Teachers will allocate time in their daily lesson plans to review handwashing and sanitizing procedures until which time they feel as though their students have mastered the skill
- parents and guardians will be informed of school supplies needed for elementary, middle, and high school students which will be for the individual student use only as students will not be permitted to share materials or borrow the instructor's materials
- Desks and seating areas will be placed a minimum of six feet apart in the classrooms
- When feasible, all desks/tables will be facing in the same direction
- Teachers will maintain six feet of distance between themselves and students as much as possible
- Family members and guests will be admitted in the building and will be required to be screened at the door, wear facial covering, and sanitize hands prior to entering the school. This information will be kept in a log for future reference
- Signage for social distancing and hygiene will be displayed throughout the building
- The stairway on the west side of the building will be designated for ascending to the second floor while the stairway on the east side of the building will be designated for descending to the first floor

## 3. Cleaning

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

### Lake Michigan Academy's Implementation Plan

- Director of Operations and Facilities will meet with Professional Maintenance and review their protocols and inventory of cleaning supplies to ensure they are in compliance with EPA-approved materials and procedures
- Classrooms will be equipped with spray bottle with EPA-approved disinfectant, paper towels, face shield and gloves on order to address cleaning protocols
- Staff will be required to clean common surfaces including students desks or tables, while wearing gloves, a mask and shield
- Frequently touched areas including light switches, doors, handrails, and restrooms will be wiped down every four hours (at 11:00am, 3:00pm) during traditional school hours
- All cleaning supplies will be kept safely in the Maintenance Room (downstairs) or in the Maintenance Room (upstairs)
- Playground equipment will be cleaned twice a week
- Faculty and staff will be trained on cleaning procedures and protocols during the Professional Development week of August 24, 2020

#### 4. Athletics

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

Lake Michigan Academy does not have an athletic department nor participates in competitive sports or intramurals.

#### 5. Screening

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

##### Lake Michigan Academy's Implementation Plan

- Lake Michigan Academy will comply with all local public health department protocols for screening students, faculty, and staff.
- A copy of Lake Michigan Academy's screening and exposure plan will be submitted to the Kent County Health Department and will be reviewed monthly with the School Reopening Committee. Any referrals from the prior month will be reviewed.
- Lake Michigan Academy's screening and exposure plan will include having a staggered arrival schedule, taking the student's temperature prior to them leaving their car in the morning, and completing the symptom questionnaire administered by a Lake Michigan Academy administrator. Lake Michigan Academy plans to use the telephone application developed by PEG in collaboration with the Kent Co. Health Department once it becomes available to collect and communicate data regarding our students' health statuses
- parents and guardians will be encouraged to take their child's temperature prior to leaving home and will be required to stay home if there is a fever present of 100.4 or greater. Any child demonstrating any symptoms should seek the advice of their primary care physician.
- A quarantined area has been identified and will be staffed with a person for students and staff who become ill at school (known as the "Student Oasis")
- In the event more than one person becomes ill during the day, three additional rooms in the north wing will be utilized for isolation
- The quarantined area will be equipped with surgical masks (or N95 mask for those with special needs requiring aerosolized procedures) and PPE equipment including face shields, gloves, sanitizing wipes, and log sheets
- Lake Michigan Academy will identify a "quarantine officer" who will be available to assist at any point during the day

- Students will not be left in the room without the “quarantine officer” and a log will be kept during their time of isolation of the activity in the room until they have been removed from the building
- Parent communication will be made immediately and directions will be given on where and how to pick up the student
- Students in the quarantine will be asked to self identify the location and individuals they have come into contact with for the past 48 hours; students who have had contact with others for more than 15 minutes will be noted in the report
- The Kent Co. Health Department will be contacted immediately after the parents and guardians to assist with contact tracing and notification of vulnerable individuals
- The “quarantine officer” will maintain contact with the identified student/family until test results are verified that the student can return to school
- All school personnel will be required to conduct a health self assessment prior to entering the building and the data will be recorded through a Google form
- School personnel who are unable to work due to COVID-19 symptoms will be recorded on the Google form which will be monitored on a daily basis. School personnel will be directed where, when and how to obtain testing and will be required to report these results to the school as soon as available
- School personnel who test positive for COVI-19 will be required to quarantine away from the school for a minimum of 14 days. Days of quarantine will not count against the PTO time as allotted for in their Employee Agreements

## 6. Testing

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

### Lake Michigan Academy's Implementation Plan

- Lake Michigan Academy will cooperate with the Kent Co. Health Department regarding the implementation of protocols for screening students and staff
- Student who develop a fever or become ill with COVID-19 symptoms will wear a mask and will be transported by the parent or emergency contact for off-site testing
- Staff who develop a fever or become ill with COVID-19 symptoms will wear a mask and will be sent to off-site testing
- Symptomatic students and staff sent home from school will stay home until they have tested negative for COVID -19 or have been released from isolation in accordance with CDC guidelines
- Lake Michigan Academy will maintain the confidentiality of the students who have displayed symptoms or who have tested positive. Staff will not participate in the discussion or acknowledgment if an individual who tests positive for COVID-19
- If diagnosed with COVID -19 immediate efforts will be made to contact any close contacts (15 minute or more and less than 6 feet of distancing) so they can be quarantined for 14 days. Only students and staff members who develop symptoms will be required to be tested for COVID-19.
- Lake Michigan Academy will cooperate with the Kent Co. Health Department in the event a case of COVID-19 is confirmed. Information will be collected for any close contact of the affected individual from two days before he/she showed any symptoms to the time he/she was last present in the school
- Lake Michigan Academy will comply with the American with Disabilities Act (ADA) and other federal and state privacy laws



- Lake Michigan Academy will maintain records of all screening and testing results and will share these with the Kent Co. Health Department (using the telephone application once it is available)
- Employees who have tested positive will only return to the school after they are no longer infectious. Current CDC guidelines will be used to make this determination.
- Lake Michigan Academy will prohibit indoor assemblies and field trips while in Phase 4 of the plan
- Students will eat lunch outside whenever weather permits. In cases of inclement weather, no more than 18 students will eat lunch in the Community Room. Classrooms will be used to house additional students and will be seated a minimum of 6' or more apart from each other
- Students and staff will be required wash their hands prior to the beginning of lunch and at the conclusion of lunch
- Lake Michigan Academy will not provide any hot lunch and students will be required to bring their own lunches on a daily basis
- All utensils provided by the school will be individually wrapped and disposed of at the conclusion of lunch
- Lake Michigan Academy will systematically review all current IEP's and 504 plans for accommodating students with special healthcare needs and the results of the review will be recorded (and subsequently implemented) on a Google spreadsheet
- IEP's and 504 plans will be updated as needed to decrease the students' risks for exposure to COVID-19
- Individual plans will be implemented to support students' mental health by the school counselor once school is in session. These plans will include but will not be limited to: trauma, vicarious trauma, self-care, and resiliency strategies
- parents and guardians will receive training on the physical, mental, and emotional aspects of the COVID-19 pandemic. This will take place during orientation in the fall as well as monthly parent meetings

## 7. Busing and Student Transportation

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

Lake Michigan Academy does not provide group or individual transportation. parents and guardians/guardians are solely responsible for bringing their children to school and for picking them up at the end of the day.

### 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.

Phase 5 procedures will not differ from Phase 4

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Phase 4 and Phase 5 will remain the same with one exception: students may remove their masks while seated in class for instruction, while eating lunch, and when outside for recess. They will be required to wear masks at all other times during the day.

- D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

No

## Final Steps for Submission

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

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:**

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

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

**Name of District/PSA/Nonpublic Leader Submitting Plan:**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:**

**Date Submitted to State Superintendent and State Treasurer:**