



Momentum Academy COVID-19 Preparedness and Response Plan

Address of School District: 60 S. Lynn, Waterford, MI 48328

District Code Number: 63928

Building Code Number(s): 01862

District Contact Person: Katie Alexander

District Contact Person Email Address: kalexander@momentumacademy.org

Local Public Health Department: Oakland County Health Department

Local Public Health Department Contact Person Email Address:

Name of Intermediate School District: Oakland Schools

Name of Authorizing Body: Lake Superior State University

Date of Adoption by Board of Directors: August 10, 2020

Assurances

Momentum Academy COVID 19- Preparedness and Response Plan



- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy's sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.


President of the Board of Directors

8-10-20
Date



Introduction and Overview

Momentum Academy's faculty and staff are dedicated to providing each student with every possible educational opportunity for maximum growth in academic and social-emotional areas. Our goal is to provide meaningful instruction that is positive for each student. We are guided by our mission and vision:

Mission

Momentum Academy will propel 21st century students toward success in life through a focus on student achievement for college and workforce readiness.

Core Values:

- Focus on student academic achievement by providing the highest quality instruction and intervention.
- Ensuring that we offer a clean, safe and orderly learning environment.
- Developing and maintaining effective and efficient organizational systems through a commitment to continuous learning.

Vision

The teachers and staff at Momentum Academy are dedicated to enriching the mind, body and spirit of every child with principles of excellence and self-worth. Momentum Academy students learn the art of success every day.

Plan Development

Momentum Academy has been providing educational support to students since March 16, 2020, and specified our approach by implementing our continuity of learning plan that relied upon digital teaching as well as traditional paper packets. This continuity of learning plan took effect April 20, 2020. Momentum Academy distributed iPad devices to all families.

Momentum Academy developed the 2020-21 COVID-19 Response Plan Committee, the process for developing this plan was truly a team and community effort. Teachers, administrators, and parents contributed by reflecting upon the strengths and challenges of the continuity of learning plan and enhancing the strengths while mitigating the challenges. Our learning community engaged in focus groups, we surveyed parents and students, conduct weekly Zoom calls with parents, and administration met with Lake Superior State University cohort districts. The plan aligns with the principles and required components under Governor Gretchen Whitmer's MI Safe

Momentum Academy COVID 19- Preparedness and Response Plan



Schools Road Map.

The plan is created to ensure continuity of student learning in any situation. With agility, we will provide educational excellence remotely during phases one through three, in phase four we will combine remote and direct “in person” instructional delivery, and during phase five we will cautiously and reasonably deliver instruction in a less restricted yet safe environment.

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

Momentum Academy’s plan is truly the result of the collaborative efforts of teachers, staff, school and district leaders, parents, and board members. The primary developmental work was conducted during virtual committee meetings with teachers and the principal. Teachers exchanged ideas about items that would support students’ academic growth and created plans for delivering meaningful learning opportunities. Additionally, teachers were able to learn and evaluate online tools and features that are embedded within the Google Classroom platform. The principal reviewed the plan with district leadership and instructional support team members. Finally, board feedback was solicited on August 10, 2020 prior to their approval and submission for review by the authorizer Lake Superior State University.

Phase 1, 2, or 3 Safety Protocols

Physical Presence in the Facility

In phases one through three, only administrators, technology support specialists, clerical personnel, custodial and food service staff will be permitted into the facility. Outside contractors and select instructional personnel will require administrative permission, from the school leader, to enter the building. When special permission is granted, it will be for a determined amount of time. Additionally, all parties are required to wear masks and gloves while inside of the building. Dependent upon the conditions, other measures may be imposed (such as temperature readings, etc.).



One designated staff member will report to the school weekly to change chrome books or provide paper pencil assignments when necessary. The office manager will report once weekly to address any pupil accounting concerns, compensation for staff and necessary school business.

Food Service

Momentum Academy will provide food to our students through every phase of the implementation. During phases one through three, food will be available to our families and the community from 9:00 am to 1:00 pm on Monday and Wednesday of each week.

Licensed Childcare

Momentum Academy does not offer early childcare, nor does it partner with an early childcare provider.

Cleaning and Disinfecting

Momentum Academy recognizes that routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, and the community. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label. In phases one through three, we will enact the following cleaning and disinfecting protocols:

We will clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- Face shield
- Doorknobs and handles
- Stair rails
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Push-buttons on vending machines and elevators
- Shared toys
- Shared remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Bus seats and handrails



In phases one through three, we will routinely apply disinfectants to all surfaces, even those that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes will be cleaned using soap and water or a cleaner appropriate for the material.

Transportation and Athletics

During phases one through three, student transportation and athletic programs/events will be suspended until further notice.

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

As part of the professional learning provided to faculty and staff prior to implementation, explicit training focused on the areas of effective communications in a virtual context, Electronic Learning, and techniques for supporting Learning Management System that will result in positive student academic improvement and mental health. This training also guides teachers with ways to identify possible signs of student crisis. Also, teachers will still have the ability to refer students to the social worker for additional support where necessary.

Phase 1, 2, or 3 Instruction

Parents and students will be kept at the center of educational activities by ensuring that they are advised of the plan (in writing, email, texts, and via website). Weekly wellness check will be conducted by school administrative team members. Additionally, teachers and instructional staff will use the online communication tools embedded within Google Suite/Classroom, Classroom Dojo and Remind. Momentum Academy teachers and instructional staff will make calls to students and parents with an emphasis upon building relationships and maintaining connections. The principal will send a weekly recorded video to parents keeping them informed of any updates and/or additional information. This information will also be posted on each teacher's Google Calendar. Finally, students will be assigned opportunities to write letters to classmates, teachers, and the principal as a means for remaining connected and encouraged during the time away from one another.



All students will be provided access to learning tools that are embedded within Google Classroom. Students will receive instruction in all subject area in accordance with the grade level expectations as specified within the Common Core State Standards. Students that currently receive academic support in the form of a 504 accommodation plan and special education services will continue to receive special education services in accordance with their IEPs and/or 504 plans.

Students will receive direct instruction and educational services daily between 8:00 am and 2:00 pm. During these hours, the school instructional leadership team will conduct daily “virtual walkthroughs.” Teachers and students will receive feedback and encouragement from the principal. Student attendance will be collected via a feature of Google Classroom and that information will be subsequently entered into PowerSchool. As mentioned previously, students will have access to archived class sessions to review for additional support. These archived sessions are available for review should a specific need arise. When necessary, written and hardcopy assignments will be delivered to school personnel at the time of daily food distributions. Teachers will maintain student and parent communication logs on Google Calendar, as well as records of submission of hardcopy assignments where necessary. Finally, all students have been provided an email address that will give them access to teachers and school leadership.

Phase 1, 2, or 3 Operations

Students will have age appropriate instructional times on task within the time frames of 8am until noon and based upon the recommendations set forth by the Michigan Association of Intermediate School Administrators (MAISA). Students will receive instruction via 1:1 electronic device (chrome books or iPad). Working in conjunction with our IT department we will be able to monitor student participation. Teachers will create within Google Classroom records student attendance, and this information will be subsequently entered into the student information system. Clerical and administrative support personnel will make daily calls to students who have not been marked present by 8:00 am each morning. Teachers will conduct progress monitoring to help determine academic success. Teachers will meet weekly with the principal for 30 minutes to discuss concerns and successes. The primary rationale for this educational plan is to fortify the foundational learnings and understandings of our learners. Virtual meeting will be held to discuss the criteria of virtual learning.



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

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

In Phase Four, it is expected that the number of new cases in our region is low and the Michigan “Safe Start Plan” is in the “Containing” phase. This means both K-12 and higher education offer live instruction should resume, increased size gatherings are permissible, most businesses are reopened with strict mitigation measures and any outbreaks of Covid-19 can be quickly contained.

Momentum Academy’s plan is to open our school, as expected, on Tuesday, September 8, 2020. We also know, however, that our day-to-day operations in schools and offices will not look the same as any prior year. Our fall reopening is focused on three possible scenarios for schools, each of which is outlined below. In all scenarios, it is generally understood that some families may want to make more use of virtual instruction while others may want students to attend school in- person. Each scenario is designed to allow for both possibilities, with an emphasis on making in-person instruction as safe as possible for students and staff.

Phase Four Required Hygiene Protocols

During Phase Four, facial coverings will always be worn by staff except for meals. It is permissible for facial coverings to be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering is not required to wear one. Any staff member that is unable to remove the facial covering without assistance, is not permitted to wear a facial covering. Additionally, the following provisions are required:

- PreK-7 and special education teachers consider wearing clear masks.
- Homemade facial coverings will be washed daily.
- Disposable facial coverings will be disposed of at the end of each day.

Facial coverings will be worn by preK-7 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Facial coverings must always be worn in hallways and common areas by preK-7 students in the building except for during meals. Any student that is unable
 - to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
 - Homemade facial coverings must be washed daily.



- Disposable facing coverings will be disposed of at the end of each day.
- **Note:** Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one.
- Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.
- All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Cooperation with Local Health Department

- We will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.
- We will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- Where possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- If cafeterias must be used, meal times will be staggered to create seating arrangements with six feet of distance between students.
 - Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
 - Students, teachers, and food service staff will wash hands before and after every meal.
- Students, teachers, and staff will wash hands before and after every event.
- Large scale assemblies of more than 50 students are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.



- Physical Education classes and recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.
- If possible, school-supplied meals should be delivered to classrooms with disposable utensils.
- Whenever possible, we will offer telecasting of assemblies and other school-sanctioned events.
- Extracurricular activities may continue with the use of facial coverings.

Additional Provisions

- Facial coverings will be considered for K-7 students and students with special needs in classrooms.

Required Supplies and Practices

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

Additional Provisions

- We will educate staff and students on how to cough and sneeze into elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

Transportation

- Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- The bus driver, staff, and all students in grades preK-7, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a covering. Decisions about these situations should be made on a case-by-case basis with local health officials.
- Clean and disinfect transportation vehicles before and after every transit route. Children must not be on the vehicle when a vehicle is being cleaned.
 - Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, handrails, door handles, seat belt buckles, light and air controls, doors and windows, and grab bars).



handles) prior to morning routes and prior to afternoon routes.

- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Food Service, Gatherings and Extra-Curricular Activities

- Indoor assemblies, that bring together students from more than one classroom, are prohibited.
- Classrooms and/or outdoor areas will be used for students to eat meals at school, when distancing guidelines cannot be met.
- Extracurricular activities may continue with the use of facial coverings.

Athletics

- We will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff are required to use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended.



- Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

Cleaning and Disinfecting

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

Phase 4 Mental & Social-Emotional Health

We know that after this prolonged closure, many of our students and staff will require social-emotional support to help them reengage and re-enter work and school. School administrators will be equipped with tools and information on how to support students and maintain our whole child commitment. Momentum Academy will provide as many items for the staff and students as possible to support student Mental and Social –Emotional Health. Momentum Academy will provide support as needed by the staff and students. Momentum Academy will enact the following protocols.

We will:

- Implement a mental health screening for all students by a trained professional, when necessary and/or possible. The screening will be compliant with HIPAA and FERPA policies.
- Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.



- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school students, and public-facing wellness materials.
- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - Destigmatization of COVID-19;
 - Understanding normal behavioral response to crises.
 - General best practices of talking through trauma with children; and
 - Positive self-care strategies that promote health and wellness.

Phase 4 Instruction

Introduction

- Momentum Academy Leadership and Faculty will create a district Return to Learning working group, lead by the school leader, and composed of a broad group of stakeholders on the district and school level, to:
 - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
 - Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
 - Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning.

Additionally, we will ensure that:



- All remote/digital learning plans are approved by the Momentum Academy Board of Education before implementation.
- Hybrid learning programs are activated at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation.

Expectations are clear to school leaders and teachers around hybrid or remote instruction that include:

- Best practices for blended or remote learning;
 - Grade-level proficiencies;
 - Modes of student assessment and feedback;
 - Differentiated support for students;
 - The inclusion of social-emotional learning; and
 - Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- Students' IEPs and 504 plans are revised in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
 - Commence intervention and support services. Plans must include all programs and environments
 - Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.

Phase Four Instructional Practices for the 20/21 School year options

Option #1 Hybrid Model of Instruction

- Students could attend face to face instruction with teacher Monday and Tuesday (Group A) or Thursday and Friday (Group B). All students would attend virtual instruction on Wednesday of each week.
- Students would be provided a Chromebook along with codes to access all academic platforms used in classroom daily.
- Students in Grades K-7 will not be required to wear mask all day. However, it will be strongly suggested. Teaching staff will be provided face shields along with mask to support safety practices.
- Students will be required to wear a mask on the bus and follow all other transportation protocols.
- All meals will take place in classroom. Students will not be required to wear mask during physical education class or at recess.
- A schedule will be established so that each class may take recess independent from other classes.



- Students will receive grade level curriculum and the use of chrome books to receive high quality instruction in the classroom and online.
- Attendance will be taken regularly and students will be responsible for completing all assignments in order to be promoted.
- Students will receive grades on a combination of the online and face to face instruction.
- Students are required to attend face to face and online session in accordance with the Michigan Compulsory School Attendance Law (MCL 380.1561 Compulsory attendance at public school).

Online Instruction Option #2

- Upon parent or guardian request, individual students may attend classes via remote/digital method.
- Students will attend online instruction through the Google Classroom LMS.
- Chrome books or iPads will be distributed to each student.
- We will facilitate discounted internet access for those families who request such support. Furthermore, school staff will survey families to ensure that internet access is available for students at home.
- Students will be able to review the instruction along with the students that are attending in person.
- Student will be required to complete all assignments as outlined by student receiving face to face instruction.
- Students will have access to all curriculum tools that students receiving face to face instruction.
- Attendance will be taken and students will be responsible for completing all assignments.
- Grades and progress reports will be generated from assessments and completion of work.
- Online students will participate in all district and state testing.
- Students student are required to attend face to face and online session in accordance with the Michigan Compulsory School Attendance Law (MCL 380.1561 Compulsory attendance at public school).

Phase 4 Operations

Introduction

Momentum Academy has purchased additional Chromebooks in order to ensure that all students will be issued a device in the event of shifting back into phase three, and in order to support student learning remotely and in person in phases four and five.

When receiving instruction in person, students will take chrome books home.. Online students will have a Chromebook assigned to them. The Momentum Academy will exchange defective chrome books on Thursday of every week. Parents will schedule appointments on those days in order to meet the needs of all students while maintaining safety protocols.



The District's plan is to open schools, as expected, with live instruction occurring on Tuesday, September 8, 2020. We also know, however, that our day-to-day operations in schools and offices will not look the same as any prior year. It is generally understood that some families may want to make more use of virtual instruction while others may want students to attend

school in- person. Each scenario is designed to allow for both possibilities, with an emphasis on making in-person instruction as safe as possible for students and staff.

Health and Safety Protocols

- All reopening scenarios will require Momentum Academy to establish and follow strict safety protocols to ensure the health and safety of students, families, and staff. Any in-person activities, whether school-based or in central offices, will be conducted with the following guidelines, all in alignment with the most recent CDC guidance:
- Training for employees and students that promote behaviors that reduce the spread of the virus
- Daily temperature checks for employees and students
- Promotion of mitigation practices such as staying home when sick
- Practicing hand hygiene and respiratory etiquette (including hand washing with soap and water regularly)
- Conducting daily health screens for staff and students
- All staff will be required to affirm they are not experiencing Covid-19 symptoms prior to entering a building or office space.
- Each morning, students will be screened for fever and symptoms prior to entry and those who are experiencing symptoms may be directed to the isolation area where an administrator, or designee, can confirm further assess the student
- Required face coverings when physical distancing is not possible. Momentum Academy will provide basic masks for students and staff. Individuals may also bring their own face coverings

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

Phase Five Introduction

When delivering educational programming during phase five, it is expected that the number of active cases of COVID-19 have declined significantly. At this point, the possibility of



contracting an infection from others is less common. At this point in time, restrictions may be relaxed while reasonably precautionary steps continue. We will remain in regular contact with, and rely upon the guidance from, the local health department.

Phase 5 Safety Protocols

In phase five, we will ensure that:

- Facial coverings will always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.
 - PreK-7 and special education teachers should consider wearing clear masks.
 - Homemade facial coverings should be washed daily.
 - Disposable facial coverings should be disposed of at the end of each day.
- Facial coverings will always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-7 are encouraged but not required.
 - Homemade facial coverings should be washed daily.
 - Disposable facing coverings should be disposed of at the end of each day.
- Adequate supplies are provided to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- We teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- We educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students will wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.
- Identify and designate a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering



and exiting the building.

- Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.

When Staff and/or Students Test Positive for COVID-19 we will adhere to the following:

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

Food Service, Gatherings and Extra-Curricular Activities

Relative to food service, gatherings, and extra-curricular activities, we will make certain that the following protocols are followed:

- Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set cap on congregations of people.
- If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.

Athletics



As it pertains to participation in athletic events, we will adhere to the following:

- *Indoor* spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Busing/Student Transportation

To ensure and maintain safety for students and Momentum Academy personnel in the commission of transporting students, the following measures will be followed:

- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

Cleaning and Disinfecting

The following cleaning and disinfecting protocols will be practiced to ensure a clean and safe environment:

- Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA- approved disinfectant or diluted bleach solution.



- Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.
- Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures should continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

Medically Vulnerable Staff and Students

In order to ensure the safety of medically vulnerable staff and students, we will make certain to:

- Systemically review all current plans (e.g., Individual Health Plans, Individualized Education Plans, Individualized Family Service Plans, and/or Section 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternating learning arrangements or work reassignments.

Phase 5 Mental & Social-Emotional Health

Introduction

As it relates to maintaining comprehensive mental and social health in the school community, we will rely upon the following recommendations:

- Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screenings should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- Provide all staff with timely, responsive, and ongoing training/PD as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious



trauma.

- Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.
- Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed following an acute incident (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the district, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.
- Activate communication channels for district stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - Destigmatization of COVID-19;
 - Understanding normal behavioral response to crises.
 - General best practices of talking through trauma with children; and
 - Positive self-care strategies that promote health and wellness.

Phase 5 Instruction

Introduction

In phase five, the emphasis and expectation will be that all teaching and learning is conducted in person, and in the school facility. Although remote learning options will remain available and in effect, they will primarily be used as an option to support and enhance the in-person delivery. As was the case in phase four, the following applies:

- Momentum Academy Leadership and Faculty will create a district Return to Learning working group, lead by the school leader, and composed of a broad group of stakeholders on the district and school level, to:
 - Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
 - Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
 - Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning.



Additionally, we will ensure that:

- All remote/digital learning plans are approved by the Momentum Academy Board of Education before implementation.
- Hybrid learning programs are activated at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. We will consult MDE and Oakland ISD for high-quality digital resources.
- Expectations are clear to school leaders and teachers around hybrid or remote instruction that include:
 - Best practices for blended or remote learning;
 - Grade-level proficiencies;
 - Modes of student assessment and feedback;
 - Differentiated support for students;
 - The inclusion of social-emotional learning; and
 - Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- Students' IEPs and 504 plans are revised in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
 - Commence intervention and support services. Plans must include all programs and environments
 - Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.

Phase Five Instructional Practices for the 20/21 School year options

Option #1 Hybrid Model of Instruction

- Students could attend face to face instruction with teacher on Monday, Tuesday, Thursday and Friday. All students would attend virtual instruction on Wednesday of each week.
- Students would be provided a Chromebook along with codes to access all academic platforms used in classroom daily.
- Students in Grades K-7 will not be required to wear mask all day. However, it will be strongly suggested. Teaching staff will be provided face shields along with mask to support safety practices.
- Students will be required to wear a mask on the bus and follow all other transportation protocols.
- All meals will take place in classroom. Students will not be required to wear mask during physical education class or at recess.



- A schedule will be established so that each class may take recess independent from other classes.
- Students will receive grade level curriculum and the use of chrome books to receive high quality instruction in the classroom and online.
- Attendance will be taken regularly and students will be responsible for completing all assignments in order to be promoted.
- Students will receive grades on a combination of the online and face to face instruction.
- Students student are required to attend face to face and online session in accordance with the Michigan Compulsory School Attendance Law (MCL 380.1561 Compulsory attendance at public school).

Online Instruction Option #2 (primarily used to supplement and enhance in-person instruction)

- Upon parent or guardian request, individual students may attend classes via remote/digital modality.
- Students will attend online instruction through the Google Classroom LMS.
- Chrome books or iPads will be distributed to each student.
- We will facilitate discounted internet access for those families who request such support. Furthermore, school staff will survey families to ensure that internet access is available for students at home.
- Students will be able to review the instruction along with the students that are attending in person.
- Student will be required to complete all assignments as outlined by student receiving face to face instruction.
- Students will have access to all curriculum tools that students receiving face to face instruction.
- Attendance will be taken and students will be responsible for completing all assignments.
- Grades and progress reports will be generated from assessments and completion of work.
- Online students will participate in all district and state testing.
- Students student are required to attend face to face and online session in accordance with the Michigan Compulsory School Attendance Law (MCL 380.1561 Compulsory attendance at public school).

Phase 5 Operations

The District's plan is to open schools, as expected, on Tuesday, September 8, 2020. We also know, however, that our day-to-day operations in schools and offices will not look the same as any prior year. It is generally understood that some families may want to make more use of virtual instruction while others may want students to attend school in- person. Each scenario is designed to allow for both possibilities, with an emphasis on making in-person instruction as safe as possible for students and staff



Health and Safety Protocols

- All reopening scenarios will require Momentum Academy to establish and follow strict safety protocols to ensure the health and safety of students, families, and staff. Any in-person activities, whether school-based or in central offices, will be conducted with the following guidelines, all in alignment with the most recent CDC guidance:
- Training for employees and students that promote behaviors that reduce the spread of the virus
- Daily temperature checks for employees and students
- Promotion of mitigation practices such as staying home when sick
- Practicing hand hygiene and respiratory etiquette (including hand washing with soap and water regularly)
- Conducting daily health screens for staff and students
- All staff will be required to affirm they are not experiencing Covid-19 symptoms prior to entering a building or office space.
- Each morning, students will be screened for fever and symptoms prior to entry and those who are experiencing symptoms may be directed to the isolation area where an administrator, or designee, can confirm further assess the student.

Transportation/Buses

Prior to re-opening the school in transition from phase four, the following preparation tasks will be followed to prepare buses for safe transport of students.

- We will inventory buses, contractors, including any vehicles used for transporting students to and from school or to other school events, and students riding buses. Our inventory will address:
 - How many buses are, or could be made available in the district?
 - How much variation is there in the size and maximum capacity of buses in the district?
 - How have buses been currently or historically used?
 - How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- Assess whether any bus contractors have been impacted by COVID-19.
- Inventory bus drivers to understand the extent of high-risk populations.
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.

