



# Livingston Classical Academy COVID-19 Preparedness and Response Plan

Executive Order 2020-142 District Preparedness Plan

Revised 8/4/2020

**Name of District:** Livingston Classical Academy

**Address of District:** 8877 Main St, Whitmore Lake, MI 48189

**District Code Number:** 81913

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

**Name of Intermediate School District:** Washtenaw Intermediate School District

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## Preparedness Plan Introduction

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

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the 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. A single application should be filed by the district rather than multiple applications for individual schools within a district.

## Preparedness Plan Assurances

Livingston Classical Academy agrees to meet all of the following requirements of Executive Order 2020-142

The district assures it provides in-person instruction to its students without disabilities, The district will also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).

The district assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.

The district assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan

Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.

The district assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.

- ✓ The district assures that during **Phase 1, 2, or 3** 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 employees or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The district assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The district 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, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The district 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.
- ✓ The district 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.

The district 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

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School Board President

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Date

# 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:

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## Phases 1-3 Safety Protocols

Below are the protocols the district will follow when the region, in which Livingston Classical Academy is located, is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.

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 Livingston Classical Academy will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April, which can be found [here](#).

Protocol	District Implementation	Who is Responsible	Will Comply
Personal Protective Equipment and Hygiene Required <b>1. Schools are closed for in-person instruction.</b>	Required <b>1. Any essential personnel in the building must wear a mask.</b>	Office Personnel Support Staff Instructional Staff	Yes
Spacing and Movement Required <b>1. Schools are closed for in-person instruction.</b> <b>2. School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.</b> <b>3. School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.</b>	Required <b>1. School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.</b>	Office Personnel Support Staff Instructional Staff	Yes

<p>Screening Students Required</p> <ul style="list-style-type: none"> <li>Schools are closed for in-person instruction.</li> </ul>	N/A	N/A	N/A
<p>Responding to Positive Tests Among Staff and Students Required</p> <ul style="list-style-type: none"> <li>Schools are closed for in-person instruction.</li> </ul>	N/A	N/A	N/A
<p>Food Service, Gathering and Extracurricular Activities Required</p> <ul style="list-style-type: none"> <li>Schools enact food distribution programs.</li> <li>All inter-school activities are discontinued.</li> <li>After-school activities are suspended.</li> </ul>	<p>At this time, Livingston Classical Academy does not provide food services programs. Communication via email and school website provides resource information of local food distribution centers.</p>	N/A	N/A
<p>Athletics Required</p> <ul style="list-style-type: none"> <li><b>All athletics are suspended.</b></li> </ul>	N/A	N/A	N/A
<p>Cleaning Required</p> <ol style="list-style-type: none"> <li><b>Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.</b></li> </ol>	<p>Required</p> <ol style="list-style-type: none"> <li>Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.</li> </ol>	Maintenance Staff	Yes
<p>Busing and Student Transportation Required</p> <ul style="list-style-type: none"> <li><b>All busing operations are suspended.</b></li> </ul>	N/A	N/A	N/A

## Phase 4 Safety Protocols

Below are the protocols that Livingston Classical Academy will follow when the region in which it is located is in **Phase 4** of the Michigan Safe Start Plan.

<u>Protocol</u>	<u>District Implementation</u>	<u>Who is Responsible</u>	<u>Will Comply</u>
<p><b>Personal Protective Equipment</b> Required</p> <p><b>1. Facial coverings must 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 must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.</b></p> <ul style="list-style-type: none"> <li>○ PreK-5 and special education teachers should consider wearing clear masks.</li> <li>○ Homemade facial coverings must be washed daily.</li> <li>○ Disposable facial coverings must be disposed of at the end of each day.</li> </ul> <p><b>2. Facial coverings must be worn by preK-12 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.</b></p> <p><b>3. Facial coverings must 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 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.</b></p>	<ul style="list-style-type: none"> <li>• Facial coverings for staff and students (back up supply) to follow required PPE protocol for homemade and disposable facial coverings to be worn during designated times.               <ul style="list-style-type: none"> <li>○ Facial coverings for all students grades 6-12 at all times in hallways, classrooms, and common areas, except when eating</li> <li>○ Facial coverings for all students grades K-5 in hallways and in classrooms except when students remain in self-contained classroom</li> <li>○ Facial covering exception made for documented medical intolerance</li> </ul> </li> </ul>	<p><b>Office Personnel</b> <b>Support Staff</b> <b>Instructional Staff</b> <b>Parent/Guardian</b> <b>Administration</b> <b>All students</b></p>	<p><b>Yes</b></p>

<ul style="list-style-type: none"> <li>○ <b>Homemade facial coverings must be washed daily.</b></li> <li>○ <b>Disposable facing coverings must be disposed of at the end of each day.</b></li> <li>○ <b>Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.</b></li> </ul> <p><b>4. 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.</b></p> <p><b>5. 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.</b></p> <p>Strongly Recommended</p> <p>6. Facial coverings should be considered for K-5 students and students with special needs in classrooms.</p> <p>7. Facial coverings should be considered for preK students and students with special needs in hallways and common areas.</p> <ul style="list-style-type: none"> <li>○ Facial coverings are not recommended for use in classrooms by children ages 3 and 4.</li> <li>○ Facial coverings should never be used on children under age 2.</li> </ul>			
<p><b>Hygiene</b> Required</p> <p><b>1. 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).</b></p> <p><b>2. 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.</b></p> <p>Strongly Recommended</p> <p><b>1. Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be</b></p>	<p>Hygiene for staff and students to follow MI Safe Start Phase 4 safety protocol.</p> <p>Required</p> <ol style="list-style-type: none"> <li>1. Provide clearly labeled soap, paper towels, tissues, and hand sanitizer (at least 60% alcohol) for use by students and staff.</li> <li>2. Teach and post signs reinforcing proper handwashing techniques.</li> </ol> <p>Strongly Recommended</p> <ol style="list-style-type: none"> <li>1. Educate staff and students on how 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</li> <li>2. Systematically and frequently check and refill soap and hand sanitizers.</li> </ol>	<p><b>Office Personnel</b> <b>Support Staff</b> <b>Instructional Staff</b> <b>Administration</b> <b>Students</b></p>	<p><b>Yes</b></p>



<p><b>thrown in the trash and hands washed immediately using proper hand hygiene techniques.</b></p> <p><b>2. Systematically and frequently check and refill soap and hand sanitizers.</b></p> <p>3. Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.</p> <p><b>4. Limit sharing of personal items and supplies such as writing utensils.</b></p> <p><b>5. Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.</b></p> <p><b>6. Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.</b></p> <p>7. Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.</p>	<p>4. Limit sharing of personal items and supplies such as writing utensils.</p> <p>5. Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.</p> <p>6. Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.</p>		
<p><b>Spacing, Movement, and Access</b> Strongly Recommended</p> <p>1. Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.</p> <p><b>2. In classrooms where large tables are utilized, space students as far apart as feasible.</b></p> <p><b>3. As feasible, arrange all desks facing the same direction toward the front of the classroom.</b></p> <p><b>4. Teachers should maintain six feet of spacing between themselves and students as much as possible. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.</b></p> <p><b>5. Post signage to indicate proper social distancing.</b></p> <p><b>6. Floor tape or other markers should be used at six foot intervals where line formation is anticipated.</b></p> <p>7. Provide social distancing floor/seating markings in waiting and reception areas.</p> <p><b>8. Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.</b></p> <p><b>9. Adult guests entering the building should</b></p>	<p>Strongly Recommended</p> <p>In classrooms where large tables are utilized, space students as far apart as feasible.</p> <p>2. As feasible, arrange all desks facing the same direction toward the front of the classroom.</p> <p>3. Teachers should maintain six feet of spacing between themselves and students as much as possible. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.</p> <p>4. Post signage to indicate proper social distancing.</p> <p>5. Floor tape or other markers should be used at six foot intervals where line formation is anticipated.</p> <p>8. Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.</p> <p>9. Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school</p>	<p><b>Office Personnel Support Staff Instructional Staff Administration</b></p>	<p><b>Yes</b></p>

<p><b>be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.</b></p> <p><b>Recommended</b></p> <ol style="list-style-type: none"> <li>1. Recommended If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.</li> <li><b>2. As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.</b></li> <li><b>3. As able, “specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.</b></li> <li>4. If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community organizations to identify safe spaces where children can engage virtually, especially if family members work and children cannot be home alone.</li> <li><b>5. Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.</b></li> <li><b>6. Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.</b></li> <li><b>7. Where possible, physical education should be held outside and social distancing of six feet should be practiced.</b></li> <li>8. Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access.</li> <li>9. Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.</li> </ol>	<p>employees or other visitors entering and exiting the building.</p> <p><b>Recommended</b></p> <ol style="list-style-type: none"> <li>2. As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.</li> <li>3. As able, “specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.</li> <li>5. Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.</li> <li>6. Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.</li> <li>7. Where possible, physical education should be held outside and social distancing of six feet should be practiced.</li> </ol>		
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<p>10. Entrances and exits should be kept separate to keep traffic moving in a single direction.</p>			
<p><b>Screening Students and Staff</b></p> <p>Required</p> <p><b>1. Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.</b></p> <p>Strongly Recommended</p> <p><b>1. Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.</b></p> <p><b>2. Students who become ill with symptoms of COVID-19 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.</b></p> <p><b>3. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.</b></p> <p><b>4. Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.</b></p> <p>Recommended</p> <p>1. A monitoring form (paper or electronic) for screening employees should be developed.</p> <p><b>2. Families are encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.</b></p>	<p><b>Required</b></p> <p>1. Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.</p> <p><b>Strongly Recommended</b></p> <p>1. Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.</p> <p>2. Students who become ill with symptoms of COVID-19 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.</p> <p>3. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.</p> <p>4. Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.</p> <p><b>Recommended</b></p> <p>2. Families are encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the</p>	<p><b>Office Personnel Support Staff Instructional Staff Administration</b></p>	<p><b>Yes</b></p>

	<p>family to keep the student home from school and to follow up with a primary care provider.</p>		
<p><b>Testing Protocols for Students and Staff and Responding to Positive Cases</b></p> <p>Required</p> <p><b>1. Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.</b></p> <p>Strongly Recommended</p> <ol style="list-style-type: none"> <li>1. Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.</li> <li>2. Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.</li> <li>3. Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.</li> <li>4. Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.</li> <li>5. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.</li> </ol> <p>Recommended</p> <ol style="list-style-type: none"> <li>1. Parents and guardians are encouraged to check students' temperature at home every</li> </ol>	<p><b>Required</b></p> <ol style="list-style-type: none"> <li>1. Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.</li> </ol>	<p><b>Office Personnel Support Staff Instructional Staff Administration</b></p>	<p><b>Yes</b></p>

<p>morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.</p> <p>2. Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider</p>			
<p><b>Responding to Positive Tests Among Staff and Students</b></p> <p><b>Required</b></p> <p><b>1. 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.</b></p> <p>Strongly Recommended</p> <p>1. 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.</p> <p>2. The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who Safety Protocols 26 Governor Gretchen Whitmer MI Return To School Roadmap require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.</p> <p>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</p>	<p><b>Required</b></p> <p>1. 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.</p>	<p><b>Office Personnel Support Staff Instructional Staff Administration</b></p>	<p><b>Yes</b></p>

<p>acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).</p> <p>3. 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.</p> <p>4. Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.</p> <p>5. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.</p>			
<p><b>Food Service, Gathering, and Extracurricular Activities</b></p> <p><b>Required</b></p> <p><b>1. Prohibit indoor assemblies that bring together students from more than one classroom.</b></p> <p><b>Recommended</b></p> <p><b>1. Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met. If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.</b></p> <p>2. Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.</p> <p>3. Students, teachers, and food service staff should wash hands before and after every meal.</p> <p>4. Students, teachers, and staff should wash hands before and after every event.</p> <p>5. Large scale assemblies of more than 50 students are suspended.</p> <p>6. Off-site field trips that require bus transportation to an indoor location are suspended.</p> <p><b>7. Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If</b></p>	<p><b>Required</b></p> <p>1. Prohibit indoor assemblies that bring together students from more than one classroom.</p> <p><b>Recommended</b></p> <p>1. Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met. If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.</p> <p>7. Recess should 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. If possible, schools should offer telecasting of assemblies and other school-sanctioned events.</p>	<p><b>Office Personnel</b>  <b>Support Staff</b>  <b>Instructional Staff</b>  <b>Administration</b>  <b>Lunch Aide/Crossing Guard</b></p>	<p><b>Yes</b></p>

<p><b>more than one class is outside, students should wear facial coverings. If possible, school-supplied meals should be delivered to classrooms with disposable utensils. If possible, schools should offer telecasting of assemblies and other school-sanctioned events.</b></p> <p>8. Extracurricular activities may continue with the use of facial coverings.</p>			
<p><b>Athletics</b> Required</p> <ol style="list-style-type: none"> <li>1. Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).</li> <li>2. 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.</li> <li>3. 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.</li> <li>4. 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.</li> <li>5. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.</li> <li>6. Handshakes, fist bumps, and other unnecessary contact must not occur.</li> <li>7. Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.</li> <li>8. 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.</li> </ol>	<p>LCA will comply with Whitmore Lake Public Schools co-op athletics program district implementation</p>	<p><b>Office Personnel Support Staff Instructional Staff Administration Students Parent/Guardian</b></p>	<p><b>Yes</b></p>
<p><b>Cleaning</b></p>	<p><b>Required</b></p>	<p><b>Office Personnel</b></p>	<p><b>Yes</b></p>

<p>Required</p> <ol style="list-style-type: none"> <li>1. <b>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.</b></li> <li>2. <b>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.</b></li> <li>3. <b>Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.</b></li> <li>4. <b>Playground structures must continue to undergo normal routine cleaning, but using an EPAapproved disinfectant is unnecessary.</b></li> <li>5. <b>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.</b></li> <li>6. <b>Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.</li> <li>4. Playground structures must continue to undergo normal routine cleaning, but using an EPAapproved disinfectant is unnecessary.</li> <li>5. 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.</li> <li>6. Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.</li> </ol>	<p><b>Support Staff Instructional Staff Administration Students (when safe and applicable)</b></p>	
<p><b>Busing and Student Transportation</b></p> <p>Required</p> <ol style="list-style-type: none"> <li>1. Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.</li> <li>2. The bus driver, staff, and all students in grades preK-12, 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 facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.</li> <li>3. Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.</li> <li>4. 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</li> </ol>	<p>LCA will comply with Whitmore Lake Public Schools co-op athletics program and after school care district implementation</p>		



<p>morning routes and prior to afternoon routes.</p> <ol style="list-style-type: none"> <li>5. Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.</li> <li>6. Create a plan for getting students home safely if they are not allowed to board the vehicle.</li> <li>7. 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.</li> <li>8. Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.</li> <li>9. 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.</li> </ol>			
<p><b>Medically Vulnerable Students and Staff (page 28)</b></p> <p><b>Strongly Recommended</b></p> <ol style="list-style-type: none"> <li>1. <b>Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.</b></li> <li>2. 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 alternative learning arrangements or work reassignments.</li> </ol> <p>Recommended</p> <ol style="list-style-type: none"> <li>1. Pertaining to medically vulnerable students, revise the school's remote</li> <li>2. learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.</li> <li>3. Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should have N95 masks.</li> <li>4. Enable staff who are high-risk for severe illness</li> </ol>	<p><b>Strongly Recommended</b></p> <ol style="list-style-type: none"> <li>1. Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.</li> </ol>	<p><b>Office Personnel Support Staff Instructional Staff Administration Parent/Guardian</b></p>	<p><b>Yes</b></p>

<p>to minimize face-to- face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.</p>			
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## Phase 5 Safety Protocols

Below are the protocols that Livingston Classical Academy will follow when the region in which it is located is in **Phase 5** of the Michigan Safe Start Plan.

<u>Protocol</u>	<u>District Implementation</u>	<u>Who is Responsible</u>	<u>Will Comply</u>
<p><b>Personal Protective Equipment</b> Strongly Recommended</p> <p>1. Facial coverings should 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.</p> <ul style="list-style-type: none"> <li>○ PreK-5 and special education teachers should consider wearing clear masks.</li> <li>○ Homemade facial coverings should be washed daily.</li> <li>○ Disposable facial coverings should be disposed of at the end of each day.</li> </ul> <p>2. Facial coverings should 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-5 are encouraged but not required.</p> <ul style="list-style-type: none"> <li>○ Homemade facial coverings should be washed daily.</li> <li>○ Disposable facing coverings should be disposed of at the end of each day.</li> </ul> <p>Recommended</p> <p>1. Facial coverings should be considered for</p>	<p>1. Facial coverings may be worn at the discretion of individual staff members and student/parent/guardian.</p>	<p><b>Office Personnel</b> <b>Support Staff</b> <b>Instructional Staff</b> <b>Parent/Guardian</b> <b>Administration</b> <b>All students</b></p>	<p><b>Yes</b></p>

<p>preK students and students with special needs in hallways and common areas.</p> <ul style="list-style-type: none"> <li>○ Facial coverings are not recommended for use in classrooms by children ages 3 and 4.</li> <li>○ Facial coverings should never be used on children under age 2.</li> </ul> <p>2. Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.</p> <p>3. Facial coverings should be worn in classrooms by grades 6-12 students. Any student who cannot 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.</p> <p>4. Gloves are not required except for custodial staff or teachers cleaning their classrooms.</p>			
<p><b>Hygiene</b> Strongly Recommended</p> <p><b>1. 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).</b></p> <p><b>2. 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.</b></p> <p><b>3. 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.</b></p> <p>4. Students should 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.</p> <p>Recommended</p> <p><b>1. Systematically and frequently check and refill soap and hand sanitizers.</b></p> <p>2. Students and teachers should have</p>	<p>Strongly Recommended</p> <ol style="list-style-type: none"> <li>1. Provide clearly labeled soap, paper towels, tissues, and hand sanitizer for use by students and staff.</li> <li>2. Teach and post signs reinforcing proper handwashing techniques.</li> <li>3. Educate staff and students on how 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</li> </ol> <p>Recommended</p> <ol style="list-style-type: none"> <li>1. Systematically and frequently check and refill soap and hand sanitizers.</li> <li>3. Limit sharing of personal items and supplies such as writing utensils.</li> <li>4. Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.</li> <li>5. Limit use of classroom materials to</li> </ol>	<p><b>Office Personnel Support Staff Instructional Staff Administration</b></p>	<p><b>Yes</b></p>

<p>scheduled handwashing with soap and water every 2-3 hours.</p> <p><b>3. Limit sharing of personal items and supplies such as writing utensils.</b></p> <p><b>4. Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.</b></p> <p><b>5. Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.</b></p> <p>6. Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.</p>	<p>small groups and disinfect between use, or provide adequate supplies to assign for individual student use.</p>		
<p><b>Spacing, Movement, and Access</b> Recommended</p> <p><b>1. Spacing is six feet between desks to the extent that it is feasible.</b></p> <p><b>2. Class sizes should be kept to the level afforded by necessary spacing decisions.</b></p> <p><b>3. In classrooms where tables are utilized, space students as far apart as feasible.</b></p> <p><b>4. Arrange all desks facing the same direction toward the front of the classroom.</b></p> <p><b>5. Teachers should try to maintain six feet of spacing between themselves and students as much as possible. Post signage to indicate proper social distancing.</b></p> <p><b>6. Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.</b></p> <p style="padding-left: 20px;"><b>a. Provide social distancing floor/seating markings in waiting and reception areas.</b></p> <p style="padding-left: 20px;"><b>b. Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.</b></p> <p style="padding-left: 20px;"><b>c. Post signs on the doors of restrooms to indicate proper social distancing.</b></p> <p>7. If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.</p>	<p>Recommended</p> <p>1. Spacing is six feet between desks to the extent that it is feasible.</p> <p>2. Class sizes should be kept to the level afforded by necessary spacing decisions.</p> <p>3. In classrooms where tables are utilized, space students as far apart as feasible.</p> <p>4. Arrange all desks facing the same direction toward the front of the classroom.</p> <p>5. Teachers should try to maintain six feet of spacing between themselves and students as much as possible. Post signage to indicate proper social distancing.</p> <p>6. Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.</p> <p style="padding-left: 20px;">a. Provide social distancing floor/seating markings in waiting and reception areas.</p> <p style="padding-left: 20px;">b. Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.</p> <p style="padding-left: 20px;">c. Post signs on the doors of restrooms to indicate proper social distancing.</p> <p>8. As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive</p>	<p><b>Office Personnel</b> <b>Support Staff</b> <b>Instructional Staff</b> <b>Administration</b> <b>Students</b></p>	<p><b>Yes</b></p>

<p>8. <b>As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.</b></p> <p>9. <b>As able, “specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.</b></p> <p>10. <b>Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.</b></p> <p>11. <b>Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.</b></p> <p>12. <b>Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.</b></p> <p>13. <b>Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access</b></p>	<p>cases if there is a COVID-19 exposure.</p> <p>9. As able, “specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.</p> <p>10. Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.</p> <p>11. Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.</p> <p>12. Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.</p>		
<p><b>Screening Students, Staff, and Guests</b> Strongly Recommended</p> <p>1. <b>Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.</b></p> <p>2. <b>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.</b></p> <p>3. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.</p> <p>4. Strict records, including date and time, should be kept of non-school employees or</p>	<p>Strongly Recommended</p> <p>1. Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.</p> <p>2. 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.</p> <p>Recommended</p> <p>4. Parents or guardians are encouraged to check their children’s temperature at home</p>	<p><b>Office Personnel</b> <b>Support Staff</b> <b>Instructional Staff</b> <b>Administration</b> <b>Students</b> <b>Parent/Guardian</b></p>	<p><b>Yes</b></p>

<p>other visitors entering and exiting the building.</p> <p>Recommended</p> <ol style="list-style-type: none"> <li>1. Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.</li> <li>2. Any parents or guardians entering the building should wash or sanitize hands prior to entry.</li> <li>3. Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.</li> <li>4. <b>Parents or guardians are encouraged to check their children’s temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.</b></li> <li>5. <b>Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.</b></li> <li>6. Entrances and exits should be kept separate to keep traffic moving in a single direction.</li> </ol>	<p>every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.</p> <ol style="list-style-type: none"> <li>5. Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.</li> </ol>		
<p><b>Testing Protocols for Students and Staff and Responding to Positive Cases</b></p> <p>Strongly Recommended</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Staff who develop fever or become ill with symptoms of COVID-19 at school should</li> </ol>	<p>Strongly Recommended</p> <ol style="list-style-type: none"> <li>3. 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.</li> </ol> <p>Recommended</p> <ol style="list-style-type: none"> <li>1. Parents or guardians are</li> </ol>	<p><b>Office Personnel Support Staff Instructional Staff Administration Students Parent/Guardian</b></p>	<p><b>Yes</b></p>

<p>wear a mask and should be transported for off-site testing.</p> <p><b>3. 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.</b></p> <p>4. 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.</p> <p>5. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.</p> <p>Recommended</p> <p><b>1. Parents or guardians are encouraged to check student’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.</b></p> <p><b>2. Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.</b></p>	<p>encouraged to check student’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.</p> <p>2. Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.</p>		
<p><b>Responding to Positive Tests Among Staff and Student</b></p> <p>Strongly Recommended</p> <p>1. 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</p>	<p>2. 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.</p>	<p><b>Office Personnel Support Staff Instructional Staff Administration</b></p>	<p><b>Yes</b></p>



<p>applicable federal and state privacy laws.</p> <p>a. The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.</p> <p>b. 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).</p> <p><b>2. 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.</b></p> <p>Recommended</p> <ol style="list-style-type: none"> <li>1. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.</li> <li>2. Cleaning staff should wear a surgical mask when performing cleaning of these areas along with gloves and face shield.</li> </ol>			
<p><b>Food Service, Gathering, and Extracurricular Activities</b></p> <p>Strongly Recommended</p> <ol style="list-style-type: none"> <li>1. Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.</li> <li>2. Students, teachers, and cafeteria staff wash hands before and after every meal.</li> </ol>	<p>LCA will comply with Whitmore Lake Public Schools co-op athletics program and after school care district implementation</p>	<p><b>Office Personnel Support Staff Instructional Staff Administration Students Parent/Guardian</b></p>	<p><b>Yes</b></p>

<p>3. All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.</p> <p>4. If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.</p> <p>Recommended</p> <ol style="list-style-type: none"> <li>1. If possible, classrooms should be used for eating in place, taking into consideration food allergies.</li> <li>2. If cafeterias need to be used, meal times should be staggered to create seating arrangements with six feet of distance between students.</li> <li>3. If possible, school-supplied meals should be delivered to classrooms with disposable utensils. Schools should offer telecasting of assemblies and other school-sanctioned events if able.</li> <li>4. Students and teachers should wash hands before and after every event.</li> <li>5. After-school programs may continue with the use of facial coverings.</li> </ol>			
<p><b>Athletics</b> Strongly Recommended</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. 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.</li> <li>3. All equipment must be disinfected before and after use.</li> <li>4. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.</li> <li>5. Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this</li> </ol>	<p>LCA will comply with Whitmore Lake Public Schools co-op athletics program district implementation</p>	<p><b>Office Personnel Support Staff Instructional Staff Administration Students Parent/Guardian</b></p>	<p><b>Yes</b></p>

<p>equipment.</p> <p>Recommended</p> <ol style="list-style-type: none"> <li>Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.</li> <li>Handshakes, fist bumps, and other unnecessary contact should not occur.</li> </ol>			
<p><b>Cleaning</b></p> <p>Strongly Recommended</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.</li> <li><b>Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.</b></li> <li>Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.</li> <li><b>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.</b></li> </ol> <p>Recommended</p> <ol style="list-style-type: none"> <li>Staff should wear gloves, surgical masks, and face shields when performing all cleaning activities.</li> </ol>	<p>Strongly Recommended</p> <ol style="list-style-type: none"> <li>Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.</li> <li>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.</li> </ol>	<p><b>Office Personnel Support Staff Instructional Staff Administration</b></p>	<p><b>Yes</b></p>
<p><b>Busing and Student Transportation</b></p>	<p>LCA will comply with Whitmore Lake</p>		

<p>Strongly Recommended</p> <ol style="list-style-type: none"> <li>1. Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.</li> <li>2. The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.</li> <li>3. Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.</li> <li>4. 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.</li> <li>5. Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.</li> <li>6. Create a plan for getting students home safely if they are not allowed to board the vehicle.</li> <li>7. If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.</li> <li>8. If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.</li> </ol> <p>Recommended</p> <ol style="list-style-type: none"> <li>1. Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.</li> <li>2. 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.</li> </ol>	<p>Public Schools co-op athletics program and after school care district implementation</p>		
<p><b>Medically Vulnerable Students and Staff</b></p>	<p>Strongly Recommended</p>	<p><b>Office Personnel</b></p>	<p><b>Yes</b></p>

<p>Strongly Recommended</p> <ol style="list-style-type: none"> <li><b>1. Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 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.</b></li> <li>2. 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 alternative learning arrangements or work reassignments.</li> </ol> <p>Recommended</p> <ol style="list-style-type: none"> <li>1. Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should wear an N95 mask at the time of delivery.</li> <li>2. Enable staff who self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.</li> </ol>	<ol style="list-style-type: none"> <li>1. Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.</li> </ol>	<p><b>Support Staff Instructional Staff Administration Students Parent/Guardian</b></p>	
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## Final Steps for Submission

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

**Date of Approval by the Livingston Classical Academy Board of Education: 7/30/2020**

**Date of Approval by the Whitmore Lake Public School Board of Education: 8/5/2020**

**[Link to the Board Meeting Minutes](#)**

**[Link to the approved Plan posted on the website](#)**

*The Preparedness Plan will be collected by the Washtenaw Intermediate School District 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 Livingston Classical Academy's public website home page no later than August 17, 2020.*

**Name of District Submitting Plan:** Livingston Classical Academy

**Date Received by the ISD:**   /  /2020

**Date Submitted to State Superintendent and State Treasurer:**   /  /2020



## Safe Start Plan At a Glance

Livingston Classical Academy, in partnership with Barney Charter School Initiative (BCSI) and following Michigan Department of Education (MDE), will continue to provide a classical education while staying true to our mission. Livingston Classical Academy will train the minds and nurture the hearts of young people through a rigorous, classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

<b>MI Safe Start*</b>	<b>Phase 1-3</b> *No in-person instruction, remote only	<b>Phase 4</b> * In-person instruction is permitted with required safety protocols.	<b>Phase 5</b> *Schools open for in-person instruction with minimal required safety protocols.	<b>Phase 6</b> *Open for in-person instruction.
<b>Instructional approach</b>	Distance learning	In-person instruction *Distance learning option available	In-person instruction *Distance learning option available	In-person instruction
<b>Operational response</b>	<ul style="list-style-type: none"> <li>Students will access daily instruction online using the district Learning Management System (LMS).</li> <li>Devices provided as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Facial coverings for staff and students grades 6-12 required according to MI safety protocols.</li> <li>Facial coverings required for grades K-5 in common areas and hallways according to MI safety protocols.</li> <li>Athletics will comply with WLPS co-op athletics program district implementation.</li> <li>Extracurricular activities will comply with state mandated protocols.</li> <li>District Learning Management System (LMS) utilized grades K-12.</li> <li>Devices provided as needed.</li> <li>Will comply with MI Safe Start requirements in conjunction with the local health department for the health and safety of our school.</li> <li>Cleaning and sanitation will be conducted frequently in partnership with WLPS.</li> </ul>	<ul style="list-style-type: none"> <li>Will comply with MI Safe Start requirements for the health and safety of our school.</li> <li>Athletics will comply with WLPS co-op athletics program district implementation.</li> <li>Extracurricular activities will comply with state mandated protocols.</li> <li>District Learning Management System (LMS) utilized grades K-12.</li> <li>Devices provided as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Post-Pandemic learning in-person</li> <li>Will comply with MI Safe Start requirements for the health and safety of our school.</li> <li>District Learning Management System (LMS) utilized grades K-12.</li> </ul>

\*Distance learning option available for families with extenuating circumstances - Livingston Classical Academy will work with families who are experiencing the need for distance learning options due to COVID-19 related absences, documented health concerns (i.e. immunocompromised individuals)

## Spacing, Movement, Access, and Sanitation

Classrooms	<ul style="list-style-type: none"> <li>● Assigned seating</li> <li>● Students use their own school supplies</li> </ul>
Lunch	<ul style="list-style-type: none"> <li>● Lower School - in classrooms</li> <li>● Upper School - academic seminar classroom</li> </ul>
Recess	<ul style="list-style-type: none"> <li>● Lower School - outdoors or classroom (classroom teacher)</li> <li>● Maximum two classes at a time in separate zones</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>● Lower School: designated restrooms (“A” and “B”), assigned time windows</li> <li>● Upper School: during passing time, no congregating, limited to restroom “C”</li> </ul>
Hallway/Passing Time	<ul style="list-style-type: none"> <li>● Hallways marked for social distancing</li> <li>● Upper School locker assignments by family (last name)</li> <li>● No locker sharing</li> <li>● Five minute transition time to include sanitizing workspaces</li> <li>● No loitering/congregating in hallways</li> <li>● Specials teachers accompany first hour students to next class - Upper School specials take place in specials classrooms</li> </ul>
Arrival/Dismissal	<ul style="list-style-type: none"> <li>● All classroom teachers in classroom</li> <li>● Students go directly to classroom/first hour class</li> <li>● Arrival/dismissal assigned doors; LS-Door A K-2, LS- Door B 3-6, US-Door C 7-12</li> </ul>
Sanitation	<ul style="list-style-type: none"> <li>● Desks, hard surfaces, and other frequently touched surfaces will be disinfected with an EPA-approved disinfectant when students switch classes (Upper School) and at least every 4 hours</li> <li>● Cleaning and sanitation will be conducted frequently in partnership with WLPS</li> </ul>





## **Return to School FAQ**

We will be following the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. These responses are subject to change.

Livingston Classical Academy, in partnership with Barney Charter School Initiative (BCSI) and following Michigan Department of Education (MDE), will continue to provide a classical education and remain true to our mission. Livingston Classical Academy will train the minds and nurture the hearts of young people through a rigorous, classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

### **Q: What is your Return to School plan for the fall?**

**A:** In-person learning is scheduled to begin Monday, August 31, 2020 and will follow the preparedness plan.

A distance learning option will be available for families with extenuating circumstances. Livingston Classical Academy will work with families who are experiencing the need for distance learning options due to COVID-19 related absences, documented health concerns (i.e. immunocompromised individuals).

### **Q: Will my student have to wear a mask at school? If so, what kind and who will provide it?**

**A:** Facial coverings are required for staff and students grades 6-12 according to MI safety protocols.

Facial coverings are required for grades K-5 in common areas and hallways.

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

Homemade facial coverings must be washed daily, disposable facial coverings must be disposed of at the end of the day. Please provide your own facial coverings that do not distract from the learning environment. Refer to MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

### **Q: Will students be kept 6 feet apart from one another?**

**A:** We will do our best to maximize each individual's personal space and arrange classrooms to support low risk work spaces and areas for students that are 6 feet apart, where possible.

### **Q: Where will my student have lunch?**

**A:** Elementary students will have lunch in their classrooms and upper school students will have lunch in their academic seminar classroom.

### **Q: What will recess look like for my student?**

**A:** Recess will be held outdoors or in the classroom with the classroom teacher. A maximum of two classes will be outside at the same time in separate zones.

**Q: What happens if someone in my child's classroom tests positive for COVID?**

**A:** If a student or staff member tests positive, we will continue to work with the health department to determine an appropriate course of action. Families will be notified and will be asked to follow health department guidance regarding possible quarantine or symptom monitoring.

**Q: Are temperatures being taken at the door upon arrival?**

**A:** No. However, families are encouraged to check their child's temperature every morning. If a child has a temperature of 100.4°F or greater, they must remain home from school and consider coronavirus testing if other symptoms of COVID-19 are present. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and they should consider following up with a primary care provider.

**Q: If extenuating circumstances prevent my child from participating in the in-person learning, what will distance learning look like?**

**A:** A distance learning option will be available for families with extenuating circumstances. We will work with families who are experiencing the need for distance learning options due to COVID-19 related absences or documented health concerns (i.e. immunocompromised individuals).

**Q: Will a device (Chrombook) be provided for students during distance learning?**

**A:** A limited number of devices will be available to families on an "as needed" basis.

**Q: How often will desks and hard surfaces be disinfected?**

**A:** Desks, hard surfaces, and other frequently touched surfaces will be disinfected with an EPA-approved disinfectant when students switch classes (upper school) and at least every 4 hours.

**Q: Can my student switch from in-person to distance learning or distance learning to in-person at any time throughout the year?**

**A:** No. Students who are transferring from in-person or distance learning, due to extenuating circumstances, will make the transition in accordance with administration approval.



# Post Pandemic Return to School Risk Mitigation Guidelines

(Workplace Preparedness Plan)

Administrative Guideline # 8420 E2 (Revised 7/27/20)

## Purpose:

The purpose of this guideline is to provide staff with best practice risk mitigation procedures for returning to the school building after a pandemic. The guidelines below are based on information from the CDC, OSHA, MIOSHA, and the MISafe Schools Roadmap referenced later in this document. The MI Safe Start Plan, active Executive Orders, and the MISafe Schools Roadmap supersede this guideline. Implementation of these guidelines may vary by school facility based on their MI Safe Start Plan Phase. Changes to this guideline will be communicated to you by your school administration.

## Overview of Guidelines:

- **Access control** - screening everyone before entering a school facility.
- **Social distancing** - maintain 6 ft social distance; work remotely where possible.
- **Sanitation and hygiene strengthening** - wash/sanitize hands; use respiratory etiquette; sanitize equipment and work areas.
- **Personal Protective Equipment** - use masks, gloves, and other PPE as indicated.
- **Contact Tracing and Isolation** - trace positive cases and provide supportive measures.

## Definitions:

Symptoms of COVID-19 include, but are not limited to, fever/chills, cough (excluding cough due to a known problem), shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, and/or diarrhea (excluding diarrhea due to known medical reasons). The virus spreads mainly from person-to-person, between people who are in close contact with one another (within 6 feet), through respiratory droplets produced when an infected person coughs, sneezes or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms.

## Responsibility of Leaders, Staff, and Students:

- Area Superintendents, School Leaders, and staff should be familiar with this plan and be able to answer questions from their students and their families.
- All employees are responsible for reporting symptoms to their supervisor, human resources, or their designees, practicing good personal hygiene and housekeeping for their assigned areas, using PPE, and screening visitors.
- All students are responsible for reporting symptoms to their teachers and school leaders, practicing good personal hygiene and housekeeping for their classrooms, and using PPE when indicated.
- The Occupational Safety and Health Administration (OSHA) and the Center for Disease Control and Prevention (CDC) have provided the following control and preventive guidance to everyone, regardless of exposure risk:
  - Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.

- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Staff and students must familiarize themselves with the symptoms of COVID-19 listed above. If anyone develops a fever and symptoms of respiratory illness, such as cough or shortness of breath, OR if they come into close contact (within 6 feet for 15 minutes or more) with someone showing these symptoms, they should NOT COME TO SCHOOL and contact their healthcare provider right away.
- Cross training of critical tasks should be considered by staff to continue necessary work in case an employee is sick.
- Within two weeks of return to in-school operations, staff must attend training on: infection control practices (hand washing, sanitizing, etc.), the proper use of PPE, steps staff must take to notify their school leader of any symptoms of COVID-19 or suspected case, and how to report unsafe work conditions. This training will be provided by Human Resources and your supervisor. Per state executive order HR will keep a record of this training.

### **Monitoring and Updating:**

The COVID Task Force, and building Crisis (KIP) Team, will continue to monitor information from the CDC, OSHA, and the State of Michigan, adjusting these guidelines as necessary and informing staff. Questions about the guidelines should be directed to the School Leader who serves as the COVID-19 workplace coordinator who may also designate someone to implement and monitor this plan.

### **Procedures:**

#### Access Control

- Everyone entering a school building will need to be screened prior to access, through verbal or electronic self reporting. Per state order, records are to be kept on the conducting of the screening for staff and contractors.
  - Visitors, delivery personnel, etc. will be screened by the front office staff. The doors will be locked and visitors will need to call in to be screened over the phone.
  - Staff will be screened and cleared by their direct supervisor or designee, via the Crisis Go Safety Check-In app. If the app is not available, staff should be asked to respond to the questions below before entering the building. *(Employees are required to take their temperature before reporting to their work site. At no time will an employee's temperature be recorded.)*
  - Students will be screened by their parents or guardians prior to arriving at school, including taking temperatures and monitoring for symptoms. The presence of any symptoms should prompt the family to keep their student home and follow up with a primary care physician.
- Everyone entering a building must self-report in the affirmative to the following indicators. If they are not able to do so, then they are to be excluded from the building and referred to necessary supports during the exclusion (please see Contact Tracing and Isolation). Parents and guardians are encouraged to use these questions at home prior to coming to school.
  - Their temperature is not elevated >100.4°F.
  - They are not currently experiencing, or recently experienced within the last 24 hours, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
  - They have not had close contact (within 6 feet for 15 minutes) in the last 10 days with someone with a diagnosis of COVID-19.

- They have not been confirmed positive for COVID-19 in the last 10 days.
- They are being monitored by their parents/guardians if they have traveled internationally or to known pandemic hot spots within the U.S. in the last 10 days.
- Approved screened visitors, showing no symptoms, are limited to the use of the front lobby, conference rooms, training room, visitor bathrooms (if available on site), and other school areas as approved by the school leader. Visitors will be asked to wear a mask and wash/sanitize their hands prior to entering.
- Only those visitors absolutely necessary for school operations will be permitted to enter and will be limited to only those areas necessary to accomplish the task. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the school leader.
- Students with pre-existing conditions that may compromise their immune systems are at high risk and may need to be considered for receiving instruction online as much as possible.
- No employee will be discharged, disciplined, or retaliated against if they stay home or leave work when they are at particular risk of infecting others with COVID-19. Employees should communicate that concern with their direct supervisor and Chief Human Resources Officer.

### Social Distancing

- Everyone at school should stay at least 6 ft apart (~2 arms length) when possible and wear masks in common areas when close contact is probable.
- Academy staffing will be arranged and coordinated by the school leader to accomplish the learning plan while maintaining appropriate social distancing.
- Each staff member will work individually with their supervisor on an appropriate schedule.
- Leaders will strive to establish a staggered arrival and departure time, and assign door entry points for staff and students, to decrease the possibility of close contact. Please observe social distancing protocols when entering/exiting the building.
- All employees will be asked to stagger their breaks and lunch times.
- Front desk reception signage will indicate the safe distance to stand for everyone.
- Delivery staff will follow the same front desk distancing protocols or leave delivered items at a low risk location that adheres to social distancing, as determined by the school.
- Common areas will be limited to the number of people where social distancing of 6 feet can be followed. Signs may be posted near rooms to indicate the room capacity that will support social distancing.
- Staff who use the copy machines, or other shared equipment, must use gloves or hand sanitizer before and after operation. The copy machine and other shared office equipment should be wiped down periodically with a disinfecting wipe by the office or custodial staff.
- Bathrooms will be limited to the number that supports social distancing.
- Office areas will be audited to reconfigure furniture and equipment to foster safe distancing.
- Personal offices will be limited to the lowest number of people that can maintain 6 feet social distance. If there is not enough space in an office to maintain 6 feet of social distance, staff will be relocated to another work area, and/or a physical barrier or shielding will be explored for installation.
- Schools should consider implementing the following social distancing measures when students are permitted in the buildings to attend in-person instruction, depending on their MI Safe Start Phase:
  - Arrange classrooms to support low risk work spaces and areas for students that are 6 feet apart, where possible. Where it is not possible, sneeze shields or guards should be considered.

- Consider other alternate spaces within the school building to supplement classroom space and support social distancing.
  - Consider how outdoor spaces will be used to support social distancing.
- Create hallway traffic plans that include one way movement, flow, or staggered schedules to allow for reduced traffic to support social distancing.
- Reduce the frequency of large gatherings and limit the number of attendees per gathering.
- Alter schedules to reduce mixing and congestion.
- Eat meals in classrooms or other locations so as to not congest the lunchroom.
- Adjust sport competitions within CDC and MHSAA guidelines.
- Dropoff and pickup of students should be modified, staggered, and implemented with as much separation as possible to provide for social distancing.
- Students at increased risk of severe illness should be considered for blended learning plans or increased online learning.
- Bus transportation social distancing and cleaning plans will be in accordance with Whitmore Lake Public Schools and may include the following:
  - Staggered scheduling, disembarking strategies, dropoff and pickup locations separate from car dropoff and pickup areas
  - The use of hand sanitizer will be required before entering the bus. Hand sanitizer will be supplied on the bus.
  - The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
  - Vehicles will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned.
  - Frequently touched surfaces in the vehicle will be cleaned and disinfected (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.
  - If a student becomes sick during the day, they will not be permitted to use group transportation to return home. If a driver becomes sick during the day, they must follow protocols for sick staff 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.
- Visitors will not be allowed in personal offices.
- Staff members may not work in other staff members' offices or use their equipment.
- Meetings:
  - All in person meetings will be limited and conducted by phone or conference call where possible.
  - Those in attendance at meetings will be tracked in a google doc or sheet created by one designated person. No paper sign in sheets will be shared. In person meetings will be limited to those necessary for social distancing.
- Travel - Non-essential travel is banned; necessary travel must be approved in advance by the School Leader. [CDC guidelines on travel](#) must be followed to meet the same goals as all of the risk mitigating measures mentioned in these guidelines.
  - If someone must travel, they should travel alone and sanitize their vehicle before and after the trip. Ride sharing should be minimized. Adequate ventilation should be ensured.

## Sanitation and Hygiene Strengthening

- Hand washing instructions and everyday protective measures will be posted everywhere there is a sink (see resources below). When school is in session, teachers should establish regular hand washing, or hand sanitizing, routines in their classrooms.
- Hand sanitizers should be provided at building entrances and at various locations within the building where shared equipment is located.
- Employees should wash or sanitize their hands before starting, periodically throughout, and after completing their day.
- Tissue and touchless trash receptacles should be provided to all office and classroom areas and shall be emptied daily, and bags changed, by the occupant of each office into the main building trash that will then be removed daily by someone who is wearing nitrile, latex, or vinyl gloves.
- Single-use gloves will be provided to all staff sharing office equipment and shall be discarded in appropriate trash receptacles after each use.
- Everyone will be coached to use respiratory etiquette, including covering coughs and sneezes. Tissues are located throughout the building.
- Each staff member will be given supplies and will be asked to sanitize their work area upon arrival and before leaving for the day.
- 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.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.
- [Custodial staff will sanitize the offices](#) each Friday (or at least weekly), classrooms and high touch student areas should be cleaned daily if possible, where possible exposure to COVID-19 occurs. When school is in session, custodial staff should implement deep sanitizing and cleaning during the natural calendar breaks (Teacher PD, holidays, etc.). A cleaning plan for play equipment and buses should also be created.
- A cleaning plan for items touched by the students should be created. Avoid sharing of equipment by students.
- Student belongings should be stored separately and properly labeled. Items brought from home should be limited. Preschool students should consider bringing shoes to wear and leave at school.
- Preschool - remove toys/objects which cannot be easily cleaned/sanitized between use (e.g. stuffed animals, etc.) Personal blankets, etc. should be kept in the cubbie area between use.
- Sanitizing supplies will include: [common EPA-registered household disinfectant, alcohol solution with at least 60% alcohol, or diluted household bleach solutions](#) (as appropriate for the surface). Safety data sheets will be maintained on site for all disinfectants.
- When someone is diagnosed with COVID-19, or is symptomatic of COVID-19, that area, or office, will be closed until proper sanitizing can occur. *(Although OSHA has indicated that there is typically no need to perform special cleaning of these areas unless they are visibly contaminated with blood or other bodily fluids, we will be taking extra precautions.)*

- Individual water bottles should be used only. Water fountains should be turned off.
- Water faucets should be flushed before opening the school building to remove possible lead and copper sediment.
- Break or lunch rooms should be cleaned once per day by employees who are issued proper personal protection equipment.
- Schools and offices should create a cleaning and sanitation plan consistent with [CDC guidance for reopening schools and communities](#).
- Ventilation systems should be analyzed for proper functioning and activated to allow for increased air flow as much as possible. Windows should be opened, where possible and feasible, to increase ventilation.

### Personal Protective Equipment

- Staff, students in grades 6-12, and visitors must wear masks inside the school (except during meals) and may wear their own masks that are taken home and cleaned. Students PreK-12 must wear masks in hallways and common areas except during meals. Masks do not have to be worn when exercising and the mask would interfere with the activity or when outdoors and social distancing of 6 feet can be maintained (Executive Order 2020-147). If more than one class is using the playground, masks should be worn.
- Disposable Masks will be provided at the entrances for all visitors who don't have them.
- Gloves will be provided in all areas where shared items are used. Used gloves will be disposed of in trash receptacles and trash will be taken out daily by the office occupant.
- Gowns and face shields should be available near first aid areas to be used when exposure to someone with COVID-19 is probable.

### Contact Tracing and Isolation

- Visitors, students, and staff, are to be excluded from the building if they exhibit or report any of the following:
  - Elevated temperature >100.4°F, or they are experiencing, or recently experienced within the last 24 hours, any acute respiratory illness symptoms such as fever, cough, or shortness of breath.
  - They have been confirmed positive for COVID-19 in the last 10 days.
  - They have had close contact in the last 10 days with someone with a diagnosis of COVID-19. Close contact is defined as being less than 6 feet away from the diagnosed person for 15 minutes or longer.
- *If visitors, students, or staff exhibit COVID-19 symptoms*, they must remain home until they are symptom free for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers or other symptoms). Students and staff will be required to obtain a doctor's note clearing them to return.
- *If visitors, students, or staff test positive for COVID-19*, they will be directed to self quarantine away from the building. They may return after 10 days with a physician's note and have been symptom free for the last 24 hours. Anyone hospitalized with COVID-19 may return to work/school when directed to do so by their medical care provider. Documentation to return to school or work will be requested from those who have tested positive. Confirmed cases of COVID-19 in staff or students must be reported to the local public health department immediately. General exposure information must be reported to any students, co-workers, contractors, or suppliers that may have come in contact with the confirmed person, within 24 hours, following local public health guidance.



- PTO, or work from home arrangements for staff, will be made with their supervisor.
- Contact tracing, notification, and investigation - If the school learns that a staff or student has tested positive, they will contact their local public health department immediately and cooperate with them in conducting an investigation into others in the school community that may have had close contact with the confirmed-positive person two days before they showed symptoms to the time they were last present in school. The individuals who had contact with the carrier will be directed, within 24 hours of the identification of the confirmed case, to self-quarantine for 10 days from the last date of close contact with the carrier. If a student or staff learns that he or she has come into close contact with a confirmed-positive individual outside of the school, he/she must alert the school leader of the close contact and also self-quarantine for 10 days from the last date of close contact with the carrier.
- Isolation - students or staff who have the aforementioned symptoms or report testing positive for COVID-19, and obtain access to the school building, will be directed to wear a mask and isolate in an area with closable doors until they can be transported home or to a physician by their parent/guardian. Students who develop symptoms should not go home on a school bus.

### Mental Health Needs

Students who need social and emotional support due to the pandemic should be referred to their primary teacher or school social worker for assistance or referral. Staff should be referred to Human Resources (HR) who will be available to assist and support during this time. In addition to reaching out to HR at any time, if staff feel the need to utilize the Employee Assistance Program, please know that there is no cost and it is completely confidential. No one will know that staff used the service. The Mutual of Omaha's Employee Assistance Program provides professional, confidential, quality consultation, 24 hours a day. A support representative can be reached by phone at 1-800-316-2796 or by visiting the website at [mutualofomaha.com/eap](http://mutualofomaha.com/eap). EAP professionals can assist you by locating affordable support and solutions in your area.

### Notification/Confidentiality/Privacy

Except for circumstances in which school administration is legally required to report school or workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of a student's or employee's condition will be kept at the minimum needed not only to comply with legally-required reporting, but also to assure proper care of the individual and to detect situations where the potential for transmission may increase. A sample parent notification is attached to these guidelines. Human Resources will create the notification regarding employees. School administration reserves the right to inform others that a student, staff member, or vendor (without disclosing the person's name) has been diagnosed with COVID-19, if the other individuals might have been exposed to the disease, so they may take measures to protect their own health.

### OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, Human Resources will determine if it meets the criteria for recordability and reportability under OSHA's recordkeeping rule. Human Resources will ensure that all OSHA regulations are followed.

## **References and Resources**

[MI Safe Schools: Michigan's 2020-21 Return to School Roadmap](#)  
[CDC Signage and Print Resources](#)  
[Choice Schools Signage Resources](#)  
[CDC COVID-19 Considerations for Schools](#)  
[CDC K-12 School Considerations FAQ for COVID-19](#)  
[Return to School Roadmap - Opportunities Lab](#)  
[MI-OSHA COVID-19 Workplace Guidelines](#)  
[OSHA Guidance on Preparing Workplaces for COVID-19](#)  
[CDC - COVID-19 Response and President's Plan to Open Up America](#)  
[CDC - Guidance for Cleaning and Disinfecting Public Spaces](#)  
[CDC Guideline for Reopening Schools - Decision Tree](#)  
[Checklist for Preparing School Buildings for Reopening after COVID-19 NCSI](#)  
[Reopening Schools Checklist - Safe Six - NCSI](#)  
[EPA Approved products for use against COVID-19](#)  
[CDC Cleaning Plan](#)  
[Executive Order 2020-147 Masks](#)  
[Guidelines for Safe Child Care Operations During COVID-19](#)  
[Executive Order 2020-114 Safeguards to Protect Michigan Workers](#)  
[Executive Order 2020-36 Staying Home When Infected](#)

## **APPENDIX**

- Parent Notification of Close Contact
- COVID-19 Handouts for Staff
- Sample Procurement List

## **Parent Notification**

DATE: July 2020  
TO: Parent/Guardian  
FROM: School Office

We have been informed by one of our [students/employees/customer/vendor/etc] working at [SITE] that he/she has a confirmed case of COVID-19, commonly known as “Coronavirus,” based on test results obtained on [DATE]. Per school policy, this [student/employee/customer/vendor/etc] has been directed to self-quarantine for 10 days until permitted to return.

We are alerting you because, based on our investigation, we believe that your student may have come into contact with the confirmed-positive case, on or about [DATE]. Based on school policy we are directing your student not to report to school (i.e., self-quarantine) until, at least, [14 days from last contact with confirmed case]. In the interim, we encourage you to seek medical advice and a COVID-19 test, especially if you are exhibiting symptoms of the virus.

If you do not test positive for COVID-19, or experience symptoms, by [10 days from last contact with confirmed case], you may return. However, please inform [school leader] if any of the following occur during your self-quarantine: you experience flu-like symptoms, including fever, cough, sneezing, or sore throat; or you test positive for COVID-19.

We are committed to providing a safe environment for all of our students and staff. It is in the interest of those goals that we provide this information out of an abundance of caution.

We will treat information regarding the identity of anyone with suspected or confirmed cases of COVID-19 as confidential to the extent practicable and will comply with applicable laws regarding the handling of such information. Further, per school policy, we will not tolerate harassment of, or discrimination or retaliation against, anyone.

Please contact the [school leader] at [PHONE NUMBER] if you have any questions or concerns.

For more information about COVID-19, please visit the CDC website at:  
<http://www.cdc.gov/coronavirus/2019-ncov/index.html>

Sincerely,

School Leader

## COVID-19 Checklist

### Know the Symptoms of COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing. Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop a fever and symptoms of respiratory illness, **DO NOT GO TO WORK** and call your health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

### School Responsibilities

- Access to the worksite will be limited to only those necessary for the work.
- Everyone will be pre-screened to ensure they are not exhibiting symptoms.
- Employees, contractors, and visitors will be asked to leave the worksite and return home if they are showing symptoms.
- Provide hand sanitizer and maintain Safety Data Sheets of all disinfectants used on site.
- Provide protective equipment (PPE) to any employees assigned cleaning/disinfecting tasks.

### Staff Responsibilities

- Practice good hygiene: wash hands with soap and water for at least 20 seconds. If these are not available, use alcohol-based hand rub with at least 60% alcohol.
- Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home—**DO NOT GO TO WORK**.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.

### Cleaning/Disinfecting Worksites and Other Protective Measures

- Clean and disinfect frequently used tools, equipment, and assigned work areas, at the beginning and end of the work day. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#), (the cause of COVID-19), and are appropriate for the surface.
- Clean shared spaces such as break/lunchrooms/restrooms at least once per day.
- Disinfect shared surfaces (machinery controls, etc.) after each use.
- Avoid using other employees' phones, desks, offices, or other work equipment, when possible. If not, disinfect before and after each use.
- Everyone should empty their own trash from their office or classroom into larger trash bins. Trash collected from these bins must be changed daily by custodial staff wearing gloves.

### Personal Protective Equipment and Alternate Work Practice Controls

- Wear the proper PPE.

## COVID-19 - General Information

### What is COVID-19?

The novel coronavirus, COVID-19 is one of seven types of known human coronaviruses. COVID-19, like the MERS and SARS coronaviruses, likely evolved from a virus previously found in animals. The remaining known coronaviruses cause a significant percentage of colds in adults and children, and these are not a serious threat for otherwise healthy adults.

Patients with confirmed COVID-19 infection have reportedly had mild to severe respiratory illness with symptoms such as fever, cough, and shortness of breath.

According to the U.S. Department of Health and Human Services/Centers for Disease Control and Prevention (“CDC”), Chinese authorities identified an outbreak caused by a novel—or new—coronavirus. The virus can cause mild to severe respiratory illness. The outbreak began in Wuhan, Hubei Province, China, and has spread to a growing number of other countries—including the United States.

### How is COVID-19 Spread?

COVID-19, like other viruses, can spread between people. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely among close contacts (about 6 feet). Person-to-person spread is thought to occur mainly *via* respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It is currently unclear if a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.

In assessing potential hazards, employers should consider whether their workers may encounter someone infected with COVID-19 in the course of their duties. Employers should also determine if workers could be exposed to environments (e.g., worksites) or materials (e.g., laboratory samples, waste) contaminated with the virus.

Depending on the work setting, employers may also rely on identification of sick individuals who have signs, symptoms, and/or a history of travel to COVID-19-affected areas that indicate potential infection with the virus, in order to help identify exposure risks for workers and implement appropriate control measures.

There is much more to learn about the transmissibility, severity, and other features associated with COVID-19, and investigations are ongoing.

**Sample Supplies/Equipment Procurement Plan**

Needs	Quantity Needed	Vendor	Notes	Completed
Gloves (nitrile, latex, or vinyl)				
Tissues				
Disinfecting Cleaner				
Disinfecting Wipes				
Hand Sanitizer				
Hand Sanitizer for Stations				
Signs for how to wash hands				
Signs posted to summarize overview of these rules and space usage rules				
Max occupancy signs for common rooms				
Signs for front office to how far to stand in front of desk				
Safety data sheets for cleaning chemicals				
Trash bags				
Gowns				
Disposal Face masks				
Cloth Face Masks				
Eye wear				
Touchless Thermometer				
Vehicle COVID Kit: masks, gloves, hand sanitizer, cleaning supplies, tissue, garbage bag, etc.				
Physical shielding or barrier where 6 feet distancing can't be accomplished				

## LCA MI Safe Schools Return to School Roadmap Overview

LCA will comply with MI Safe Schools Return to School Roadmap requirements and follow strongly recommended and recommended guidelines as feasible.

### Phases 1-3

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- All students and teachers practice distance learning, remote only
- Plans and processes similar to spring 2020, with refined implementation

### Phase 4

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- All students and teachers practice full-day in-person learning Monday-Friday with social distancing and sanitation measures in place
- Distance learning option available under extenuating circumstances
- Families must commit to in-person or distance learning - no hybrid option available

### Phase 5

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- All students and teachers practice full-day in-person learning Monday-Friday with minimal social distancing and sanitation measures in place
- Distance learning option available under extenuating circumstances
- Distance learning students re-integrated into classrooms

### Phase 6

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- Open for in-person instruction
- Distance learning students re-integrated into classrooms

Thank you to the following team members who contributed to this work:

Kurt Naber, Superintendent

Sarah Biggs, Advisory Member, Lower School Teacher

Lisa Gillon, Principal

Cindi Hartmann, Office Manager  
Rebekah Schulze, Advisory Member, Upper School Teacher