

Augusta Academy COVID-19 Preparedness and Response Plan

Address of School District: 600 W. Michigan Ave., Augusta MI 49012

District Code Number: 39909

Building Code

Number(s):02699

District Contact Person: Amanda Almy

District Contact Person Email Address:

aalmy@fbrcs.org

Local Public Health Department: Kalamazoo County Health Department

Local Public Health Department Contact Person Email Address: paborn@kalcounty.com

Name of Intermediate School District: Augusta Academy

Name of Authorizing Body: GVSU

Date of Adoption by Board of Directors: **Tentative Board Meeting 8/6/20

Assurances

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

President of the Board of
Directors
Date

Introduction and Overview

Augusta Academy is a small, K-5, public school academy located in Augusta. Our student body consists of approximately 35 students. Our school prides itself on individualized instruction, weekly feedback for parents, focus on core academics, and strong parent involvement. On March 12, 2020 when schools were closed for a three week temporary closure we immediately provided parents with three weeks worth of work for their students to take home. Once the official announcement was made to cancel in-person schooling for the remainder of the school year we put into place an action plan to continue high quality instruction for our students. All teachers personally reached out to parents to share the plan. The plan put forth consisted of a mix of online platforms such as Epic, Seesaw, Prodigy, and Khan Academy, to name a few, as well as teacher guided lessons via videos. Teachers also held weekly class Zoom meetings and offered Zoom tutoring and office hours. We also provided printed work packets every two weeks. Packets could be picked up at school, mailed, or emailed based on parent request. Return work was also collected every two weeks; graded and feedback given to families. Many of the strategies used were shaped by parent/student need. This was flexible and in some cases included providing supplies, one on one calls/Zooms, modified or accommodated work, or extra support as needed. The plan was presented to the school board for initial approval and later provided to parents for feedback. For this next phase we also held Zoom meetings for both staff and parents to gain their input as well as to answer questions or concerns. These meetings are ongoing and have generated great ideas and suggestions to guide our reopening plan for the 2020-2021 school year.

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

Phase 1, 2, or 3 Safety Protocols

The plan for school operations in phases 1-3 will adhere to all required guidance in the MI Safe Start Plan. This includes keeping school buildings closed except for essential operations by school staff. The school will not be used as a child care site. School office staff and admin will be present in the building as needed to facilitate payroll, HR, field calls, respond to parent inquiries, security checks and other basic school operations. Teachers, while not required to, may use the school building and technology within to facilitate their remote instruction. They will be onsite at least once every two weeks to prepare new work packets, grade work returned and enter grades in the grade book. The principal will facilitate the work packet pickup and arrange with parents as necessary. Staff will be encouraged to work from home when possible.

Students will be provided the sites, dates and times, for meal distribution. Information will be given for a variety of locations to meet the needs of our population. Our students come from all over Kalamazoo County so we will work with them to find the closest and most convenient location to receive free meals. We will also, in conjunction with our school social worker, provide community resources to assist with their needs.

The building will continue to be cleaned as usual as long as people are present in the building. Extra deep cleaning will take place before any students return to the building.

As we are closed for in person instruction and activities there will be no need for screening protocols. However any positive COVID cases by Oakland Academy staff, students and families should be reported to the principal.

We do not offer busing.

The Academy building will not be used for any licensed child care providers.

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

Augusta will work with our special ed support staff and school social worker to address all protocols listed as strongly recommended in the MI Safe Start Plan. Teachers will create and distribute optional surveys for students to gauge their social/emotional needs during the remote learning. For our younger students this will be done verbally with parents. This will be a weekly check in, in addition to scheduled live instruction meetings. Students found to be in need of support will be referred to applicable community resources and will also receive services, as needed, from our social worker. Principal will connect with all staff weekly to also assess their mental health needs and make sure they feel supported; providing support, resources, peer mentors as needed. Our mental health liaison district wide is our school social worker, that will be deferred to the principal and special ed teacher. Parents will be provided resources to talk through sensitive topics related to COVID19. These will be grade applicable and relevant to need.

Staff will be provided with professional development opportunities, virtual training, webinars, etc.

Crisis Management: If necessary, the Academy will work with the KRESA ISD for necessary services.

Principal, Amanda Almy, will be designated as the mental health liaison and will communicate with applicable community resources. Principal will also communicate strategies for parents as well as share health and wellness resources with the school community. As we do not have a trained mental health professional on staff, we will work with the KRESA ISD as needed.

Phase 1, 2, or 3 Instruction

The remote learning plan will be communicated to all school stakeholders clearly via school website, email, and direct mail upon request. Bi-weekly parent focus groups have been and will continue to take place via Zoom. Google surveys will also be utilized to elicit feedback from the school community. Additionally weekly meetings with staff will take place to gather feedback. As necessary the plan will be modified to better serve our students. Staff will be onsite working the week of 8/24 to prepare for remote instruction should that be necessary.

During this period of remote learning in phases 1-3 the school will make a good faith effort to continue to provide individualized instruction to all our students. Parents as well as teachers were all invited to participate in Zoom meetings with the principal in advance of and during plan development. Their input was considered as the plan was shaped. Final plan will be posted on the website and made available to all stakeholders. Teachers will reach out personally to every parent in their class, introduce themselves, review expectations, distance learning plan, and field questions. Principal will follow up with any parents who request such. Each week teachers will assign grade level content using a variety of platforms; including but not limited to: Prodigy, ReadWorks, Epic, Freckle, and Khan Academy. Teachers will also film lessons and instruction of new content to post for students to review. All teachers will hold weekly Zoom class meetings as well as offer weekly Zoom tutoring for students (one on one or small group), as well as office hours for parents. All materials needed for instruction will be provided to the students. Additionally every two weeks printed packets will be available for pickup at the school. Evening and weekend times will be offered to meet the needs of working families. Packets can be picked up, mailed, or emailed based on parent request. Every two weeks parents can also return completed work to be graded. Weekly feedback will be given and grades entered in our grade book system.

Diagnostic assessments such as NWEA will be utilized to assess student's needs and progress both remotely and in person. This will be used to guide instruction and to provide individualized support to students. Any necessary professional development will be provided.

All students with IEPs, 504s, as well as those previously identified as Title 1 eligible will continue to receive extra support as dictated by those plans. Parents will be contacted to find the preferred method of delivery. If technology support is needed, we will provide it. All services; speech therapy, OT, PT, etc. will be provided virtually and in concert with the families and providers schedule. Any initial evaluations will be conducted with the special ed team. Lindsay Collins, special education teacher will be the point of contact and coordinator for any evaluations, initial IEPs as well as coordination of services for existing IEP and 504 plans.

All information related to the remote learning plan and expectations will be communicated to parents through a variety of methods; email, website, mailed letter, and phone calls when applicable.

Teachers will continue to participate in professional development; both through GVSU, KRESA and within the organization. Weekly staff meetings will be held via Zoom to check in and provide support.

All families will be contacted and their connectivity access assessed. Support will be provided in the form of chrome books, iPads, hot spots, and/or tablets as needed.

Teachers will track attendance and participation weekly. Feedback on completed work will be provided to parents weekly.

We do not have any students transitioning to either high school or post secondary at this time.

Phase 1, 2, or 3 Operations

A log of cleaning protocols will be kept. All guidelines for cleaning will be followed. All necessary supplies will be ordered through the front office. The school will be maintained in such a condition that we would be able to welcome students back next day if necessary. The school will be used of no purpose except that of an elementary school.

Families will be surveyed to find out what technology they have available at home. Teachers will gather this info and it will be reported to and compiled by the principal. Principal will work with IT to address needs and provide necessary devices to students/families as needed. The Academy will provide necessary instructional resources and materials to both staff and students as needed.

Attendance will be monitored by classroom teachers during live meetings. As well as daily tracking of assignment completion.

Teachers/staff who require training in any aspect of technology pertaining to delivery of remote learning will have that provided. We will work with GVSU and other available resources to make sure teachers/staff feel confident and prepared.

The Foundation for Behavioral Resources will provide necessary devices to students so they can equitably participate in online/remote instruction.

All students will be given lists of sites, dates, and times of food distribution programs near them they'd have access free of charge.

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

Phase 4 Safety Protocols

Augusta Academy does plan to offer full time, five day a week, in person instruction during phase 4. All required protocols will be observed. We have no plans to offer a hybrid model. With our small size both as a school as well as small class sizes we are confident we can offer full time, in person instruction safely to students and staff. Parent feedback was overwhelmingly in support of full time, five day a week instruction. At this time there are no plans to offer an online option. Should families prefer this option we will help find them placement in an online school.

The Academy will review all current plans (individual healthcare plans, IEPs, Family service plans, and 504 plans) and work to accommodate students with special healthcare needs and update their plan as applicable to help reduce their risk for exposure to COVID-19. If a student or staff member is medically vulnerable, the school will require a signed note from their physician prior to any absence from school or any changes to their individual plan in regard to attendance.

All necessary supplies will be acquired and cleaning practices adhered to. Frequently touched surfaces will be cleaned a minimum of every four hours. Proper hand washing technique will be taught and frequent hand washing will take place. Signs will be posted to encourage this. All classrooms have a sink. Hand sanitizer will be available in every room and all students/staff will be asked to sanitize upon both entering and leaving a room.

Parents will be asked to screen their child each morning. Parents will be asked to keep children exhibiting symptoms; specifically a fever greater than 100 degrees, at home, until fever free for 72 hours. Families will be encouraged to see their pediatrician or other health care professional. Staff are asked to also self screen each morning and report any symptoms to the principal prior to reporting to work. If students exhibit concerning symptoms and/or a fever during the school day they will be isolated until pick up is arranged. Symptomatic students will wear a face mask and be supervised by staff, also wearing a face mask, in isolation until they can be picked up.

If staff become ill during the day, as soon as appropriate coverage is arranged they will be sent home. Staff will need a negative COVID test or doctor's note to return. Any positive cases will be immediately reported to the health department and all recommended protocols followed. This includes notifying families and any close contacts of student/staff members who tested positive (names will not be released).

Including face coverings for all staff, face masks for students during dismissal and at other times social distancing is difficult. We expect to be able to easily keep classes separate all day by staggering lunch/recess/bathroom breaks/transitions and even dismissal. Face masks will not be required of those who cannot medically tolerate one. Families are asked to provide masks, but the school will also have a supply on hand for those that need them.

Families will be notified of the presence of any positive or clinically diagnosed cases of COVID-19 in the classroom or school to encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes within 6 feet to the student and/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 a class is not recommended. Only those that present with symptoms require testing. Parents are asked to follow up with their primary care provider if their child or anyone in their family exhibits symptoms.

The Academy will 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.

The leadership team will notify local health officials, staff and students immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with ADA guidelines as well as other federal and state privacy laws. The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact (within 6 feet for 15 minutes or more), will be asked to self quarantine for 14 days after exposure.

There will be no groupings of classes, no field trips, no guests in the building. Library and computer lab temporarily closed to students. Drinking fountains will not be accessible and students are encouraged to bring refillable water bottles. (School will provide if necessary). No school events drawing more than 50 people to one space will be permitted in phase 4.

Student desks/tables will be positioned to accommodate as much social distancing as feasible. Sharing of classroom items will be limited when feasible. Student's personal items will be kept separate and labeled. The school will provide all necessary supplies (paper, pencils, crayons, glue, etc.) Classroom windows should remain open whenever possible. Classroom doors will be propped open to reduce touch points and also improve the flow of air.

Decisions to close classrooms or the school will be determined in conjunction with the health department. Lunch will be served in classrooms with disposable trays and silverware. Family members, volunteers, or other guests are not allowed in the school building except under extenuating circumstances as determined by leadership. Any individual coming into the building

must wear a face covering. Any parents needing to pick up their child early will need to call the school office and wait outside.

Augusta Academy does not offer athletics or after school activities.

Phase 4 Mental & Social-Emotional Health (Strongly Recommended)

Augusta will work with our special ed support staff and school social worker to address all protocols listed as strongly recommended in the MI Safe Start Plan. Teachers will create and distribute optional surveys for students to gauge their social/emotional needs during the remote learning. For our younger students this will be done verbally with parents. Students found to be in need of support will be referred to applicable community resources and will also receive services, as needed, from our social worker. Onsite locally the mental health liaison will be the principal and special ed teacher will provide added support. Principal will connect with all staff weekly to also assess their mental health needs and make sure they feel supported; providing support, resources, peer mentors as needed. Our mental health liaison district wide is our school social worker, on site, that will be deferred to the principal and special ed teacher. Parents will be provided resources to talk through sensitive topics related to COVID19. These will be grade applicable and relevant to need.

School leadership will provide staff with ongoing training/professional development as well as needed tools, resources, and implementation support.

If necessary, the Academy will coordinate with the KRESA ISD for professional services and support.

Phase 4 Instruction

Phase 4 instruction will take place in person for all students. We will be providing full day, five days a week, on site instruction for all our students. There will not be a hybrid learning option. Due to our small size as a school, as well as our small class sizes, we are confident we can follow all necessary health and safety protocols for our students and staff. There will be no online option. Based on feedback gathered through both Zoom meetings and Google surveys full time, in person instruction is preferred by our families overwhelmingly. All necessary supplies will be provided to students to participate in equitable instruction.

Augusta Academy remains committed to our vision to provide individualized instruction to all students. We will ensure that each student receives targeted, grade level instruction to meet their unique needs. High quality instruction and necessary aligned materials will be provided to each student.

The general education and special education staff will collaborate on the delivery methods for assessments and instruction as outlined by IEPs and will also consider needs based around accessibility and provide assistive technology as necessary. Special education staff will wear clear face shields and physical distance as much as possible during services.

The Academy will continue to utilize multiple modes of communication for families (mail, email, phone call, etc.). Parents will receive a weekly preview on each Monday noting what learning objectives will be taught in their child's class for the week as well as a Friday progress report, noting how their child made progress toward each of these outcomes.

School leadership will review student data each week to identify overall trends and gaps in student learning and work to design supports and interventions.

Phase 4 Operations

Families will be surveyed to find out what technology they have available at home. Teachers will gather this info and it will be reported to and compiled by the principal. Principal will work with IT to address needs and provide necessary devices to students/families as needed to participate in online/remote instruction.

Teachers/staff who require training in any aspect of technology pertaining to delivery of remote learning will have that provided. We will work with GVSU and other available resources to make sure teachers/staff feel confident and prepared.

The Foundation for Behavioral Resources will provide necessary devices to students so they can equitable participation in online/remote instruction.

If there is a temporary closure, we will use our plan for instruction as outlined under phase 3.

All students will be given lists of sites, dates, and times of food distribution programs near them. They would have access free of charge.

Prior to opening for in person instruction the school will audit and supply necessary materials for appropriate cleaning and disinfection. All cleaning protocols outlined in the safe start roadmap will be followed and approved EPA cleaning products used. Signage about proper handwashing, cough etiquette, nose blowing, social distancing etc. will be posted.

The Academy will utilize a modified drop off procedure, where students head directly to classrooms instead of a common space. We will also use a staggered dismissal and a detailed schedule will be provided to parents. No changes to the master schedule are anticipated.

Google surveys and follow up phone calls will be conducted to better understand who will be returning to school for planning purposes. Administration will develop a staffing plan in case any staff member is not able to return to work. For students with preexisting conditions or other documented medical issues who are unable to return to school a doctor's note will be required for us to establish an individual remote learning plan for that student. Any policy change to attendance for staff and students will be communicated to families.

School leadership will examine the school budget in concert with the management company to plan for changing enrollment patterns, new staffing needs, and resource constraints.

The school principal will serve as a point of initial contact for all technology needs.

In the event we move from phase 4 to phase 3 digital devices will be deployed to students to expedite the move to a remote learning environment.

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

Phase 5 Safety Protocols

Augusta Academy does plan to offer full time, five day a week, in person instruction during phase 4 and 5. All required protocols will be observed. We have no plans to offer a hybrid model. With our small size both as a school as well as small class sizes we are confident we can offer full time, in person instruction safely to students and staff. Parent feedback was overwhelmingly in support of full time, five day a week instruction. At this time there are no plans to offer an online option.

The Academy will review all current plans (individual healthcare plans, IEPs, Family service plans, and 504 plans) and work to accommodate students with special healthcare needs and update their plan as applicable to help reduce their risk for exposure to COVID-19. If a student or staff member is medically vulnerable, the school will require a signed note from their physician prior to any absence from school.

All necessary supplies will be acquired and cleaning practices adhered to. Frequently touched surfaces will be cleaned a minimum of every four hours. Proper hand washing technique will be taught and frequent hand washing will take place. Signs will be posted to encourage this. All classrooms have a sink. Hand sanitizer will be available in every room and all students/staff will be asked to sanitize upon both entering and leaving a room.

Parents will be asked to screen their child each morning. Parents will be asked to keep children exhibiting symptoms; specifically a fever greater than 100 degrees, at home, until fever free for 72 hours. Families will be encouraged to see their pediatrician or other health care professional. Staff are asked to also self screen each morning and report any symptoms to the principal prior to reporting to work. If students exhibit concerning symptoms and/or a fever during the school day they will be isolated until pick up is arranged. Symptomatic students will wear a face mask and be supervised by staff, also wearing a face mask, in isolation until they can be picked up.

If staff become ill during the day, as soon as appropriate coverage is arranged they will be sent home. Staff will need a negative COVID test or doctor's note to return. Any positive cases will be immediately reported to the health department and all recommended protocols followed. This includes notifying families and any close contacts of student/staff members who tested positive (names will not be released).

Including face coverings for all staff, face masks for students during dismissal and at other times social distancing is difficult. We expect to be able to easily keep classes separate all day by staggering lunch/recess/bathroom breaks/transitions and even dismissal. Face masks will not be required of those who cannot medically tolerate one. Families are asked to provide masks, but

the school will also have a supply on hand for those that need them.

Families will be notified of the presence of any positive or clinically diagnosed cases of COVID-19 in the classroom or school to encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes within 6 feet to the student and/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 a class is not recommended. Only those that present with symptoms require testing. Parents are asked to follow up with their primary care provider if their child or anyone in their family exhibits symptoms.

The Academy will 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.

The leadership team will notify local health officials, staff and students immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with ADA guidelines as well as other federal and state privacy laws. The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact (within 6 feet for 15 minutes or more), will be asked to self quarantine for 14 days after exposure.

There will be no groupings of classes, no field trips, no guests in the building. Library and computer lab temporarily closed to students. Drinking fountains will not be accessible and students are encouraged to bring refillable water bottles. (School will provide if necessary). No school events drawing more than 50 people to one space will be permitted in phase 4. Student desks/tables will be positioned to accommodate as much social distancing as feasible. Sharing of classroom items will be limited when feasible. Student's personal items will be kept separated and labeled. The school will provide all necessary supplies (paper, pencils, crayons, glue, etc.) Classroom windows should remain open whenever possible. Classroom doors will be propped open to reduce touch points and also improve the flow of air.

Decisions to close classrooms or the school will be determined in conjunction with the health department.

Lunch will be served in classrooms with disposable trays and silverware.

Family members, volunteers, or other guests are not allowed in the school building except under extenuating circumstances as determined by leadership. Any individual coming into the building must wear a face covering. Any parents needing to pick up their child early will need to call the school office and wait outside.

Augusta Academy does not offer athletics or after school activities.

Phase 5 Mental & Social-Emotional Health

Augusta will work with our special ed support staff and school social worker to address all protocols listed as strongly recommended in the MI Safe Start Plan. Teachers will create and distribute optional surveys for students to gauge their social/emotional needs during the remote learning. For our younger students this will be done verbally with parents. Students found to be in need of support will be referred to applicable community resources and will also receive services, as needed, from our social worker on site locally the mental health liaison will be the principal and special ed teacher will provide added support. The principal will connect with all staff weekly to also assess their mental health needs and make sure they feel supported; providing support, resources, peer mentors as needed. Our mental health liaison district wide is our school social worker, on site, that will be deferred to the principal and special ed teacher. Parents will be provided resources to talk through sensitive topics related to COVID19. These will be grade applicable and relevant to need. School leadership will provide staff with ongoing training/professional development as well as needed tools, resources, and implementation support.

If necessary, the Academy will coordinate with the KRESA ISD for professional services and support.

Phase 5 Instruction

Phase 4 instruction will take place in person for all students. We will be providing full day, five days a week, on site instruction for all our students. There will not be a hybrid learning option. Due to our small size as a school as well as our small class sizes we are confident we can follow all necessary health and safety protocols for our students and staff. There will be no online option. Based on feedback gathered through both Zoom meetings and Google surveys full time, in person instruction is preferred by our families overwhelmingly. All necessary supplies will be provided to students to participate in equitable instruction.

Augusta Academy remains committed to our vision to provide individualized instruction to all students. We will ensure that each student receives targeted, grade level instruction to meet their unique needs. High quality instruction and necessary aligned materials will be provided to each student.

The general education and special education staff will collaborate on the delivery methods for assessments and instruction as outlined by IEPs and will also consider needs based around accessibility and provide assistive technology as necessary. Special education staff will wear clear face shields and physical distance as much as possible during services.

The Academy will continue to utilize multiple modes of communication for families (mail, email, phone call, etc.). Parents will receive a weekly preview on each Monday morning what learning objectives will be taught in their child's class for the week as well as a Friday progress report, noting how their child made progress toward each of these outcomes.

School leadership will review student data each week to identify overall trends and gaps in student learning and work to design supports and interventions.

Phase 5 Operations

Families will be surveyed to find out what technology they have available at home. Teachers will gather this info and it will be reported to and compiled by the principal. Principal will work with IT to address needs and provide necessary devices to students/families as needed to participate in online/remote instruction.

Teachers/staff who require training in any aspect of technology pertaining to delivery of remote learning will have that provided. We will work with GVSU and other available resources to make sure teachers/staff feel confident and prepared.

The Foundation for Behavioral Resources will provide necessary devices to students so they can equitably participate in online/remote instruction.

If there is a temporary closure we will use our plan for instruction as outlined under phase 3. All students will be given lists of sites, dates, and times of food distribution programs near them they'd have access free of charge.

Prior to opening for in person instruction the school will audit and supply necessary materials for appropriate cleaning and disinfection. All cleaning protocols outlined in the safe start roadmap will be followed and approved EPA cleaning products used. Signage about proper handwashing, cough etiquette, social distancing, nose blowing, etc. will be posted.

The Academy will utilize a modified drop off procedure, where students head directly to classrooms instead of a common space. We will also use a staggered dismissal and a detailed schedule provided to parents. No changes to the master schedule are anticipated.

Google surveys and follow up phone calls will be conducted to better understand who will be returning to school for planning purposes. Administration will develop a staffing plan in case any staff member is not able to return to work. For students with preexisting conditions or other documented medical issues who are unable to return to school a doctor's note will be required for us to establish an individual remote learning plan for that student. Any policy change to attendance for staff and students will be communicated to families.

School leadership will examine the school budget in concert with the management company to plan for changing enrollment patterns, new staffing needs, and resource constraints.

The school principal will serve as a point of initial contact for all technology needs. P
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In the event we move from phase 5 down to phase 3 digital devices will be deployed to students to expedite the move to a remote learning environment.