

Michigan Great Lakes Virtual Academy

COVID-19 2020-2021 Preparedness and
Response Plan

And Workplace Safety Plan

MICHIGAN GREAT LAKES VIRTUAL
ACADEMY
1309 MADISON RD, MANISTEE, MI 49660



Michigan Great Lakes Virtual Academy COVID-19 2020-2021 Preparedness and Response Plan

School District: Michigan Great Lakes Virtual Academy (<https://k12.com/mglva>)

Address of School District: 1309 Madison Road, Manistee, MI 49660

District Code Number: 51905

Building Code Number(s): 8146

District Contact Person: Kendall Schroeder

District Contact Person Email Address: kschroeder@k12.com

Local Public Health Department: District Health Department #10: <https://www.dhd10.org/>

Local Public Health Department Contact Person Email Address: Kevin Hughes, khughes@dhd10.org

Name of Intermediate School District: Manistee ISD (<https://www.manistee.org/>)

Name of Authorizing Body: Manistee Area Public Schools (<https://chipslead.org/>)

Date of Adoption by Board of Directors: 8/04/2020

Board Secretary Signature: _____

Amy Wojciechowski



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Introduction and Overview

Our Mission

The Michigan Great Lakes Virtual Academy (MGLVA) will provide an individualized education plan for each of our K-12 students, based upon proven best practices, so that they will gain the skills, knowledge, habits of mind, and democratic values to both achieve their goals as individuals and to be productive, engaged citizens of the great state of Michigan. Primarily delivered online with offline components, this unique program will put public school accountability, teacher competence, and meaningful parent involvement at the center of student learning. MGLVA will be a model for other public schools to replicate, especially in the areas of meaningful learning from a distance, creating Individualized Learning Plans (ILPs), parent engagement, mastery of standards, web-based and in-person professional development, a detailed instructional model, creating value-added measures of student achievement, and creating tiered levels of intervention for students who are struggling. MGLVA is committed to data-driven instruction and decision making, responsive governance, across-the-board accountability, and transparency in all aspects of school operations. Our commitment to ensure quality engagement in an online setting is at the forefront of all we do.

Our Vision

Our vision is that Michigan Great Lakes Virtual Academy (MGLVA) will be a true school of excellence: A high-performing school that produces exemplary levels of student achievement; equips every student with the foundation they need to graduate; and prepares students for any postsecondary opportunity they wish to pursue.

A Commitment to a High-Quality and Safe Educational Experience

The Academy has continued to operate throughout the COVID-19 Pandemic, ensuring a seamless and high-quality educational experience for its students. As a virtual cyber school, Phases 1-3 are included in the Academy's Charter Contract with Manistee Area Public Schools. However, special consideration for each Phase of the Michigan Safe Start Plan has been taken to consider MGLVA's central office, required state testing, general in-person events, and the needs of students with Individual Education Plans, as well as the needs of staff and families of the Academy.

The Michigan Great Lakes Virtual Academy Preparedness Plan was developed by the Head of School and informed through engagement and study with education partners, guiding research, government and local officials, board members, and school administration. The MGLVA Crisis Response Team will review this plan monthly to reflect updated information and guidance.

This Preparedness Plan and Workplace Safety Plan is not as an amendment to Michigan Great Lakes Academy's already extensive Charter Contract with Manistee Area Public Schools. This Plan is only meant to enhance the Charter Contract, providing protocols for a safe, high-quality learning environment.



Assurances

Michigan Great Lakes Virtual Academy commits to implement the following as outlined in the Governor's Executive Order 2020-142:

- Michigan Great Lakes Virtual Academy (MGLVA) will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and that individual attended an event sponsored by the school. MGLVA will collect the contact information for any close contacts of the affected individual, if they attended the same event.
- MGLVA 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 included in this document.](#)
- The Academy will be or is closed to in-person instruction or in-person student support when the region in which it is in is in Michigan Safe Start Plan Phases 1-4.
- MGLVA assures that it will, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students considering the school closures during the 2019–2020 school year.
- MGLVA's sponsored in-person activities will be suspended when the region in which the activity occurs is in Michigan Safe Start Plan Phases 1-4.
- State-mandated events such as State Testing (KRA, MStep, ACT WorkKeys, PSAT and SAT) will follow the direct guidance of the Michigan Department of Education.
- MGLVA 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.
- MGLVA assures that during Phase 1-4, and in accordance with Manistee Area Public Schools, Health Department #10, and K12, Inc., it will close its main office to anyone except essential workers or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to distribute materials and equipment or performing other necessary in-person functions.
- MGLVA will provide for the continued pay of school employees as daily work requirements will still be necessary and possible from a virtual setting.
- MGLVA prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phases 1-4.



Guiding Research

Primary Research and Guidance

- [MI Safe Schools: Michigan’s 2020- 21 Return to School Roadmap](#)
- General Education Leadership Network (GELN) Back to School Plan - [Version 1.0](#) “Do First”
- [Special COVID-19 Report: Risk Reduction Strategies for Reopening Schools](#)

Secondary Research Support & Resources

- [NIET Planning Guide](#)
- [TNTP Reimagine Teaching](#)
- [Crosswalk of Roadmap, TNTP and NIET planning guides](#)
- [EAB Resource Center](#) and [EAB Webinar](#)
- [K-12 District Reopening Checklist](#) - Hanover Research and Washington Association of School Administrators
- [Transcend Playbook of Tools and Guidance](#)
- [Hanover Research: Offline Equity Best Practices](#)
- Michigan State University - [Reopening Schools During the COVID-19 Pandemic An Overview of Guidance for School Districts](#)
- Other State Resources:
 - [Considerations for Reopening School](#) (Ohio)
 - [Re-Entry and Reopening of Schools](#) (Missouri)
 - [Guidance for Social Distancing in Schools](#) (Minnesota)
 - [Recovery Plan for Education](#) (Maryland)
- Opportunity Labs - State Level Projects
 - [Launch Nebraska](#) (Nebraska)
 - [Path to Recovery for K-12 Schools](#) (Georgia)
 - [Roadmap for Opening Schools](#) (Arizona)
- MIOSHA Safe Work Protocols ([link](#))



Phases 1, 2 and 3 of the Michigan Safe Start Plan

Phase 1, 2, and 3: Safety Protocols

Michigan Great Lakes Virtual Academy (MGLVA) is a cyber school of excellence and delivers all student instruction online. MGLVA will continue to provide the same education according to our charter contract with Manistee Area Public Schools. This delivery of instruction follows the state requirements for all schools operating in Phases 1,2, and 3 of the MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap. Safety Protocols are put in place for our main office and replicated under “Facilities/Operations”

Phase 1, 2, and 3: Facilities/Operations

- MGLVA does not operate any classrooms for students, and therefore, will meet the requirement to ensure that all in-person instruction will not be taking place during Phases 1-6.
- MGLVA will not conduct any in-person events during Phases 1, 2, and 3.
- MGLVA does not provide access to any facility for childcare providers.
- MGLVA does not provide food service.
- MGLVA does not provide student transportation
- MGLVA will not hold any in-person afterschool activities, such as clubs, enrichment activities, or field trips if physical the location of such events are in Phase 1,2, 3, or 4.
 - Any such activity can safely operate in an online setting and will continue

Manistee Office

- MGLVA’s Manistee Office will remain closed if Manistee County is in Phase 1, 2, 3, or 4.
- Essential workers will work in the office only as required to conduct essential work and following the guidelines by Manistee Area Public Schools, Health Department #10, as well as K12, Inc.
- Essential workers will schedule their office days with the Operations Manager.
- All essential workers conducting business in the office will adhere to safety protocols including wearing face coverings in all common areas, practicing social distancing, washing/sanitizing hands, and ensuring they are free from any symptoms of COVID 19.
- All essential workers are required to complete attendance/visitation documents identifying that they are COVID 19 symptom free and have not had contact with anyone who has been diagnosed with COVID 19.
- Employees are required to take their temperature upon arrival at the office.
- All essential workers will comply with current travel restrictions as required by the state of Michigan, Manistee County, and K12, Inc.
- Cleaning and sanitizing protocols will be published throughout the facility.
- All essential workers will adhere to cleaning and sanitizing protocols that are posted throughout the facility.
- All cleaning supplies are purchased and provided by MGLVA and will be available in all common areas.
- Essential workers will report any incidents of COVID diagnosis to their supervisor. These will be reported to human resources to ensure proper notification of employees is conducted as well as working with local health department requirements.
- This facility will not be used for any other purpose through Phase 4. All professional development will be conducted virtually during Phases 1, 2, 3, and 4.
- Employees who develop symptoms of COVID 19 will self-isolate until they have tested negative for COVID 19, or they are released from isolation according to the [CDC guidelines](#).



Phase 1, 2, and 3: Communication Systems

MGLVA will continue to use multiple modes including our district website and social media sites, all call, Remind, email and text messaging. MGLVA will:

- Maintain timely, accurate, and clear two-way communication with families regarding student’s academic and social-emotional functioning and school and classroom information.
- Clearly communicate all plans and expectations for your child’s return to school including modes of assessment, details about curriculum and expectations for grade-level proficiencies.
- Ensure all communications are in both English and the home language of our students. We will use a variety of resources and tools.
- Ensure our teachers know and understand the school communication plan
- Ensure our teachers use the district’s remote learning platform(s) effectively and parents have access to the information
- Communicate in a timely manner when it becomes necessary to modify our modes of instruction

Phase 1, 2, and 3: Technology

Michigan Great Lakes Virtual Academy provides all the technology that families require to successfully engage in online education.

- Computers are provided for every family that enrolls in MGLVA.
- MGLVA confirms that all enrolled students have access to reliable internet.
- MGLVA works with families to ensure reliable internet access.
- Hot spots are maintained in stock in the event a family has a disruption to internet service to ensure continuity of learning.
- MGLVA provides technology support and a help desk for all student technology.
- MGLVA provides training sessions for students and learning coaches on how to use the technology and access courses and content.
- MGLVA tracks all devices and has a reclamation process.
- MGLVA provides all software and imaging for each device.
- MGLVA provides productive platforms to ensure students have access and can receive appropriate technical support.
- MGLVA maintains appropriate policies to manage student use of devices provided by the academy.

Phase 1, 2, and 3: Budget, Food Service, Enrollment, and Staffing

In addition to prepared for SY2021, MGLVA will or has:

- Surveyed all staff for returning status prior to the end of SY1920 to determine staffing needs
- Identified additional staff and needed positions during the Comprehensive Needs Assessment and Budgeting process.
- Posted positions or hired in response to student enrollment according to established teacher/student ratios.
- Communicate Enrollment and Attendance Expectations with Staff and Families.
- Continue to coordinate services with related service providers.
- Send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.



- Verify that student and staff handbooks and planners are printed and ready for distribution and are available digitally. Create a master list of any changes to distribute during August Staff Meetings.
- Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
- Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- Work with school leaders to orient new school staff to any operational changes.
- Create master teaching schedules.
- Provide all student material and ships directly to their home.
- Recruit, hire, and onboard all employees online, and utilized human resource platforms to conduct interviews and complete recruiting, hiring, and onboarding.
- Does not provide food service.
- Maintains student schedules to ensure that all students receive 180 days of instruction and at least 1098 hours of instruction.
- Monitor attendance daily.

Phase 1, 2, and 3: Mental & Social-Emotional Health

Michigan Great Lakes Virtual Academy (MGLVA) places great value on the social-emotional health of our students and staff. MGLVA has implemented a Social Emotional Learning team in the 2020-2021 school year. This team operates remotely on a regular basis. Our students have accessed their education remotely 100% of the time. Therefore, our protocols for social emotional learning and assessment will continue accordingly and follow all phases of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. Key points that reflect the requirements and recommendations are noted below.

- MGLVA has a team of counselors, student support advisors, and social workers that will serve as liaisons for maintaining mental and social-emotional health.
- At-Risk Students identified by Staff, Students or Learning Coaches will be referred to the MGLVA Student Resource Coordinator for follow up discussion and care. Referrals for student mental health and services are made to the counselors as well as the Student Support Team. MGLVA provides these services in an online environment. The Academy will continue to offer these services. Monthly reports for students served are provided to administration.
- The MGLVA Student Resource Coordinator maintains community resources to share with students/families who are referred for support. These resources include state, county and local resources.
- MGLVA has a Social Emotional Learning Committee that hosts a variety of student sessions throughout the school year. These events are monitored and tracked for student engagement and referrals if necessary. This committee was developed to support the Student Resource Coordinator, Grade-level specific needs and 7 Mindset SEL Curriculum Implementation.
 - The SEL Committee will identify an appropriate CASEL-model Student Screener to identify at-risk students and possible individual student needs, as well as addressing the behavioral health needs of the student. (i.e. BHWorks)
 - Protocols for the identification of at-risk students will be developed and shared with all staff. All staff will understand the protocol for referring students for additional support.
 - A list of community resources and websites to support Learning Coaches and Staff will be provided on the school Facebook Page and Monthly Newsletters.



- MGLVA is implementing a Social Emotional Learning curriculum, [the 7 Mindsets](#), which will be used throughout the school for all grade bands and integrated into the MTSS process.
- Staff will be provided with training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. Professional development is provided online to staff on a regular basis regarding a variety of social emotional issues and resources.
- MGLVA maintains a crisis team that reviews the health and safety of our students in an online environment. The Academy will continue to meet as a team to assess the continuing developments of the pandemic and provide services to our students as needed. The comprehensive crisis management plan will be reviewed to ensure that it can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- The Student Resource Coordinator (with the support of regional staff) will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Leverage MDE resources for student and staff mental health and wellness support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - [Destigmatization of COVID-19](#)
 - Understanding normal behavioral response to crises;
 - General best practices of talking through trauma with children; and
 - Positive self-care strategies that promote health and wellness.

Possible Resources Include:

- [Staff Mental Health Resources](#)
- [Rockford Public Schools SEL Plan Example](#)
- [MDE COVID-19 Social and Emotional Learning Resources](#)
- [Building Positive Conditions for Learning at Home](#)
- [Cleveland Public Schools Bank of Resources](#)
- [First Aid for Feelings: A Workbook to Help Kids Cope During the Coronavirus Pandemic](#)
- [Countering Coronavirus Stigma](#)
- [Jackson County System of Behavioral Health Care for Children](#)
- [Exploring Feelings - Adventures in Learning - PBS Parents](#)
- [Why Do We Lose Control of Our Emotions?](#)

Phase 1, 2, and 3: Instruction

Michigan Great Lakes Virtual Academy (MGLVA) is a school of excellence that is a cyber school, as defined by section 551 of the Revised School Code, 1976 PA 451, as amended, MCL 380.551. As such, it does not provide in-person instruction and operates pursuant to a Charter Contract. Therefore, our remote learning plan remains consistent with our mission and vision. While our delivery of instruction is not changing, we have listed key notes below to identify key standards of instruction for remote learning.

MGLVA maintains continuous communication with our families including newsletters, emails, and informative and educational workshops.



MGLVA has continued to operate as it normally does throughout the COVID-19 Pandemic, ensuring a seamless and high-quality educational experience for its students. MGLVA will continue to implement its standard delivery of instruction as a cyber school as per our charter contract with Manistee Area Public Schools when the state is in any Phase of its Smart Start Plan.

Instruction

MGLVA is a full time Virtual Charter School. Instruction, communication and attendance monitoring will continue as regularly planned. Individual students and families experiencing needs due to COVID -19 will be addressed by the MGLVA team to support students to the best of our ability. Due to prior student academic interruptions MGLVA ensures that:

- Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
- All students have access to equipment and internet access despite barriers due to Covid-19.
 - A referral system will be set up for staff referrals for student device support.
 - MGLVA's Operations Manager will obtain sufficient Mi-Fi Hotspot devices and track student usage and delivery.
- MGLVA provides technical support via a help desk to assist families having technical difficulties.
- Every student will have a full schedule with a combination of online synchronous and asynchronous teaching and learning.
- The curriculum is written and developed for virtual instruction.
- The instructional delivery platform requires student logins providing attendance and participation records.
- Parents are engaged as learning coaches to create a collaborative learning model.
- Students will receive standards-based instruction in all courses.
- MGLVA utilizes the 5 Dimensions of Teaching and Learning from the University of Washington to ensure high-quality instruction in the virtual classroom.
- MGLVA continues to implement best practices in virtual learning
- MGLVA will conduct beginning of the year assessments of all students in reading and math utilizing various screeners and assessments including STAR360.
- All students will participate in 3 annual benchmark assessments, which include STAR360.
- Teachers will regularly monitor and assess for mastery of standards
- Teachers and administrators will monitor and track student growth and proficiency
- MGLVA will use Multi-Tiered System of Supports (MTSS) for students in need of assistance.
- In addition to MTSS, MGLVA provides a variety of family supports including tutoring, social emotional interventions, and engagement strategies.
 - Special education services will continue for all students identified with special educational needs as required by state and federal requirements in the online setting.
 - In-person special education services and related services will be delivered according to state and federal protocols, requirements and mandates following CDC guidelines.



- All in-person related-service providers will follow the required protocols including wearing a face covering, frequently washing hands, and social distancing when possible if in-person care is allowable under the Michigan Safe Start Plan.

Clear expectations have been set around high-quality remote instruction that include:

- Best practices for blended or remote learning
- Grade-level proficiencies
- Models of student assessment and feedback
- Differentiated support for students
- The inclusion of social-emotional learning
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- These expectations will be supported by a robust professional learning plan
- Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.

Phase 1, 2, and 3: Special Education

Minimal changes are anticipated for students requiring Special Education Support. Within the first 30 days of school, students' IEPs, IFSPs, and 504 plans will be revised in coordination with general and special education teachers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

Face to Face related services and evaluations will only be provided in Regions in Stages 5 and 6 and according to above Safety Protocol.

Phase 1, 2, and 3: Postsecondary Transitions

In close collaboration with our high school principal and counselors, MGLVA will be working diligently to secure support for students who are transitioning to postsecondary. These supports will encompass:

- Determining what resources should be shared with Class of '21 and Class of '22 students and families.
- Planning for fall administration of SAT and ensuring that high school staff are communicating regularly with seniors.
- Providing resources, information, and training to parents and students. This will include a wide continuum of topics such as FAFSA completion, college application preparation, stackable certifications, etc.
- Creating measures/processes to identify students who may need additional support.

Phase 1, 2, and 3: Professional Learning

Michigan Great Lakes Virtual Academy provides teachers and staff with professional learning that enhances instruction, provides professional research for best practices, and promotes personal growth.

- MGLVA will conduct all professional learning virtually while any region is in Phase 1, 2, 3, or 4.
- MGLVA will continue to implement the current professional development plan including, but not limited to:
 - 5 Dimensions of Teaching and Learning
 - Cognitive Coaching
 - Virtual Literacy and Math Conferences



- Standards-Based Instruction and Alignment
- Co-Teaching for Special Education and General Education Teachers
- Leadership Development
- Continuous School Improvement

Phase 1, 2, and 3: Standardized Testing

Michigan Great Lakes Virtual academy does not operate any facilities for standardized testing. Therefore, MGLVA secures a variety of testing sites around the state to provide appropriate testing in an in-person setting as required by the State of Michigan.

- State-Required events such as State Testing (KRA, MStep, ACT WorkKeys, PSAT and SAT) will follow the direct guidance of the Michigan Department of Education.
- Testing sites have been secured away from current COVID hot spots.
- Staff and students will be required to wear face coverings, wash hands and practice social distancing.
- Employees/students who cannot medically tolerate a mask will not be required to wear one.
- Testing will be conducted in smaller group sizes.
- All equipment will be sanitized after each use including work surfaces.
- Protocols for safety will be posted at each site.
- All cleaning and sanitization supplies will be provided by MGLVA



Phase 4 of the Michigan Safe Start Plan

Phase 4: Safety Protocols

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Phase 4: Facilities/Operations

- MGLVA does not operate any classrooms for students, and therefore, will meet the requirement to ensure that all in-person instruction will not be taking place during Phases 1-6.
- MGLVA will not conduct any in-person events during Phases 1, 2, and 3.
- MGLVA does not provide access to any facility for childcare providers.
- MGLVA does not provide food service.
- MGLVA does not provide student transportation
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 - Any such activity can safely operate in an online setting and will continue to do so.

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Phase 4: Communication Systems

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- Maintain timely, accurate, and clear two-way communication with families regarding student’s academic and social-emotional functioning and school and classroom information.
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- Ensure our teachers use the district’s remote learning platform(s) effectively and parents have access to the information
- Communicate in a timely manner when it becomes necessary to modify our modes of instruction

Phase 4: Technology

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- MGLVA maintains appropriate policies to manage student use of devices provided by the academy.

Phase 4: Budget, Food Service, Enrollment, and Staffing

In addition to prepared for SY2021, MGLVA will or has:

- Surveyed all staff for returning status prior to the end of SY1920 to determine staffing needs
- Identified additional staff and needed positions during the Comprehensive Needs Assessment and Budgeting process.
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- Send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
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- Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
- Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- Work with school leaders to orient new school staff to any operational changes.
- Create master teaching schedules.
- Provide all student material and ships directly to their home.
- Recruit, hire, and onboard all employees online, and utilized human resource platforms to conduct interviews and complete recruiting, hiring, and onboarding.
- Does not provide food service.
- Maintains student schedules to ensure that all students receive 180 days of instruction and at least 1098 hours of instruction.
- Monitor attendance daily.

Phase 4: Mental & Social-Emotional Health

Michigan Great Lakes Virtual Academy (MGLVA) places great value on the social-emotional health of our students and staff. MGLVA has implemented a Social Emotional Learning team in the 2020-2021 school year. This team operates remotely on a regular basis. Our students have accessed their education remotely 100% of the time. Therefore, our protocols for social emotional learning and assessment will continue accordingly and follow all phases of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. Key points that reflect the requirements and recommendations are noted below.

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- At-Risk Students identified by Staff, Students or Learning Coaches will be referred to the MGLVA Student Resource Coordinator for follow up discussion and care. Referrals for student mental health and services are made to the counselors as well as the Student Support Team. MGLVA provides these services in an online environment. The Academy will continue to offer these services. Monthly reports for students served are provided to administration.
- The MGLVA Student Resource Coordinator maintains community resources to share with students/families who are referred for support. These resources include state, county and local resources.
- MGLVA has a Social Emotional Learning Committee that hosts a variety of student sessions throughout the school year. These events are monitored and tracked for student engagement and referrals if necessary. This committee was developed to support the Student Resource Coordinator, Grade-level specific needs and 7 Mindset SEL Curriculum Implementation.
 - The SEL Committee will identify an appropriate CASEL-model Student Screener to identify at-risk students and possible individual student needs.
 - Protocols for the identification of at-risk students will be developed and shared with all staff. All staff will understand the protocol for referring students for additional support.
 - A list of community resources and websites to support Learning Coaches and Staff will be provided on the school Facebook Page and Monthly Newsletters.
- MGLVA is implementing a Social Emotional Learning curriculum, the 7 Mindsets, which will be used throughout the school for all grade bands and integrated into the MTSS process.



- Staff will be provided with training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. Professional development is provided online to staff on a regular basis regarding a variety of social emotional issues and resources.
- MGLVA maintains a crisis team that reviews the health and safety of our students in an online environment. The Academy will continue to meet as a team to assess the continuing developments of the pandemic and provide services to our students as needed. The comprehensive crisis management plan will be reviewed to ensure that it can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- The Student Resource Coordinator (with the support of regional staff) will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Leverage MDE resources for student and staff mental health and wellness support.
- Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - [Destigmatization of COVID-19](#)
 - Understanding normal behavioral response to crises;
 - General best practices of talking through trauma with children; and
 - Positive self-care strategies that promote health and wellness.

Possible Resources Include:

- [Staff Mental Health Resources](#)
- [Rockford Public Schools SEL Plan Example](#)
- [MDE COVID-19 Social and Emotional Learning Resources](#)
- [Building Positive Conditions for Learning at Home](#)
- [Cleveland Public Schools Bank of Resources](#)
- [First Aid for Feelings: A Workbook to Help Kids Cope During the Coronavirus Pandemic](#)
- [Countering Coronavirus Stigma](#)
- [Jackson County System of Behavioral Health Care for Children](#)
- [Exploring Feelings - Adventures in Learning - PBS Parents](#)
- [Why Do We Lose Control of Our Emotions?](#)

Phase 4: Instruction

Michigan Great Lakes Virtual Academy (MGLVA) is a school of excellence that is a cyber school, as defined by section 551 of the Revised School Code, 1976 PA 451, as amended, MCL 380.551. As such, it does not provide in-person instruction and operates pursuant to a Charter Contract. Therefore, our remote learning plan remains consistent with our mission and vision. While our delivery of instruction is not changing, we have listed key notes below to identify key standards of instruction for remote learning.

MGLVA maintains continuous communication with our families including newsletters, emails, and informative and educational workshops.

MGLVA has continued to operate as it normally does throughout the COVID-19 Pandemic, ensuring a seamless and high-quality educational experience for its students. MGLVA will continue to implement its standard delivery of



instruction as a cyber school as per our charter contract with Manistee Area Public Schools when the state is in any Phase of its Smart Start Plan.

Instruction

MGLVA is a full time Virtual Charter School. Instruction, communication and attendance monitoring will continue as regularly planned. Individual students and families experiencing needs due to COVID -19 will be addressed by the MGLVA team to support students to the best of our ability. Due to prior student academic interruptions MGLVA ensures that:

- Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.
- All students have access to equipment and internet access despite barriers due to Covid-19.
 - A referral system will be set up for staff referrals for student device support.
 - MGLVA's Operations Manager will be obtain sufficient Mi-Fi Hotspot devices and track student usage and delivery.
- MGLVA provides technical support via a help desk to assist families having technical difficulties.
- Every student will have a full schedule with a combination of online synchronous and asynchronous teaching and learning.
- The curriculum is written and developed for virtual instruction.
- The instructional delivery platform requires student logins providing attendance and participation records.
- Parents are engaged as learning coaches to create a collaborative learning model.
- Students will receive standards-based instruction in all courses.
- MGLVA utilizes the 5 Dimensions of Teaching and Learning from the University of Washington to ensure high-quality instruction in the virtual classroom.
- MGLVA continues to implement best practices in virtual learning
- MGLVA will conduct beginning of the year assessments of all students in reading and math utilizing various screeners and assessments including STAR360.
- All students will participate in 3 annual benchmark assessments, which include STAR360.
- Teachers will regularly monitor and assess for mastery of standards
- Teachers and administrators will monitor and track student growth and proficiency
- MGLVA will use Multi-Tiered System of Supports (MTSS) for students in need of assistance.
- In addition to MTSS, MGLVA provides a variety of family supports including tutoring, social emotional interventions, and engagement strategies.
 - Special education services will continue for all students identified with special educational needs as required by state and federal requirements in the online setting.
 - In-person special education services and related services will be delivered according to state and federal protocols, requirements and mandates following CDC guidelines.
 - All in-person related-service providers will follow the required protocols including wearing a face covering, frequently washing hands, and social distancing when possible if in-person care is allowable under the Michigan Safe Start Plan.



Clear expectations have been set around high-quality remote instruction that include:

- Best practices for blended or remote learning
- Grade-level proficiencies
- Models of student assessment and feedback
- Differentiated support for students
- The inclusion of social-emotional learning
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- These expectations will be supported by a robust professional learning plan
- Every students' academic and social emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.

Phase 4: Special Education

Minimal changes are anticipated for students requiring Special Education Support. Within the first 30 days of school, students' IEPs, IFSPs, and 504 plans will be revised in coordination with general and special education teachers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

Face to Face related services and evaluations will only be provided in Regions in Stages 5 and 6 and according to above Safety Protocol.

Phase 4: Postsecondary Transitions

In close collaboration with our high school principal and counselors, MGLVA will be working diligently to secure support for students who are transitioning to postsecondary. These supports will encompass:

- Determining what resources should be shared with Class of '21 and Class of '22 students and families.
- Planning for fall administration of SAT and ensuring that high school staff are communicating regularly with seniors.
- Providing resources, information, and training to parents and students. This will include a wide continuum of topics such as FAFSA completion, college application preparation, stackable certifications, etc.
- Utilizing counselors and/or college advisors to provide continued support to Tuition Incentive Program (TIP) eligible students. Monitor the number of TIP eligible students who are enrolling in college.
- Creating measures/processes to identify students who may need additional support.

Phase 4: Professional Learning

Michigan Great Lakes Virtual Academy provides teachers and staff with professional learning that enhances instruction, provides professional research for best practices, and promotes personal growth.

- MGLVA will conduct all professional learning virtually while any region is in Phase 1, 2, 3, or 4.
- MGLVA will continue to implement the current professional development plan including, but not limited to:
 - 5 Dimensions of Teaching and Learning
 - Cognitive Coaching
 - Virtual Literacy and Math Conferences
 - Standards-Based Instruction and Alignment
 - Co-Teaching for Special Education and General Education Teachers



- Leadership Development
- Continuous School Improvement

Phase 4: Standardized Testing

Michigan Great Lakes Virtual Academy secures a variety of testing sites around the state to provide appropriate testing in an in-person setting as required by the State of Michigan.

- State-Required events such as State Testing (KRA, MStep, ACT WorkKeys, PSAT and SAT) will follow the direct guidance of the Michigan Department of Education.
- Testing sites have been secured away from current COVID hot spots.
- Staff and students will be required to wear face coverings, wash hands and practice social distancing.
- Employees/students who cannot medically tolerate a mask will not be required to wear one.
- Testing will be conducted in smaller group sizes.
- All equipment will be sanitized after each use including work surfaces.
- Protocols for safety will be posted at each site.
- All cleaning and sanitization supplies will be provided by MGLVA

Phase 5 of the Michigan Safe Start Plan

Phase 5: Safety Protocols



Michigan Great Lakes Virtual Academy (MGLVA) is a cyber school of excellence and delivers all student instruction online. MGLVA will continue to provide the same education according to our charter contract with Manistee Area Public Schools. This delivery of instruction follows the state requirements for all schools operating in Phases 1,2, and 3 of the MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap. Safety Protocols are put in place for our main office and replicated under “Facilities/Operations”

Phase 5: Facilities/Operations

- MGLVA does not operate any classrooms for students, and therefore, will meet the requirement to ensure that all in-person instruction will not be taking place during Phases 1-6.
- MGLVA may conduct in-person events during Phase 5 or 6, including professional learning, testing, field trips, or enrichment activities if those events are in areas of the state that are in such phase.
- All persons attending in-person events while in Phase 5 will be required to wear appropriate face coverings, wash/sanitize hands, and practice social distancing.
- All persons who cannot medically tolerate a mask will not be required to wear one.
- All persons attending in-person events while in Phase 5 will be required to document a screening form indicating that they are symptom-free of COVID-19 symptoms and have not been in contact with anyone having been diagnosed with COVID-19.
- MGLVA does not provide access to any facility for childcare providers.
- MGLVA does not provide food service.
- MGLVA does not provide student transportation
- MGLVA may hold in-person afterschool activities, such as clubs, enrichment activities, or field trips if the location of such events are in Phase 5 or 6.
 - Any such activity can safely operate in an online setting and will continue during any Phase.

Manistee Office

- MGLVA’s Manistee Office may phase in regular attendance by staff during Phase 5, following guidance from Manistee Area Public Schools, Health Department #10, and K12, Inc.
- All office employees will wear face-coverings in all common areas, practicing social distancing, washing/sanitizing hands, and ensuring they are free from any symptoms of COVID 19, in accordance with state guidelines.
- Employees who cannot medically tolerate a mask will not be required to wear one.
- All office employees are required to complete attendance/visitation documents identifying that they are COVID 19 symptom-free and have not had contact with anyone who has been diagnosed with COVID 19.
- Employees are required to take their temperature upon arrival at the office as required by state guidelines.
- All essential workers will comply with current travel restrictions as required by the state of Michigan, Manistee County, and K12, Inc.
- Cleaning and sanitizing protocols will be published throughout the facility.
- All essential workers will adhere to cleaning and sanitizing protocols that are posted throughout the facility.
- All cleaning supplies are purchased and provided by MGLVA and will be available in all common areas.



- All office employees will report any incidents of COVID diagnosis to their supervisor. These will be reported to human resources to ensure proper notification of employees is conducted as well as working with local health department requirements.
- This facility may be used for employee training, collaboration in small groups, board meetings, and state testing during Phase 5 and 6. Any employees attending these events will follow all safety protocols listed above.
- Employees who develop symptoms of COVID 19 will self-isolate until they have tested negative for COVID 19, or they are released from isolation according to the [CDC guidelines](#).

Phase 5: Communication Systems

MGLVA will continue to use multiple modes including our district website and social media sites, all call, Remind, email and text messaging. MGLVA will

- Maintain timely, accurate, and clear two-way communication with families regarding student’s academic and social-emotional functioning and school and classroom information.
- Clearly communicate all plans and expectations for your child’s return to school including modes of assessment, details about curriculum and expectations for grade-level proficiencies.
- Ensure all communications are in both English and the home language of our students. We will use a variety of resources and tools.
- Ensure our teachers know and understand the school communication plan
- Ensure our teachers use the district’s remote learning platform(s) effectively and parents have access to the information
- Communicate in a timely manner when it becomes necessary to modify our modes of instruction

Phase 5: Technology

Michigan Great Lakes Virtual Academy provides all the technology that families require to successfully engage in online education.

- Computers are provided for every family that enrolls in MGLVA.
- MGLVA confirms that all enrolled students have access to reliable internet.
- MGLVA works with families to ensure reliable internet access.
- Hot spots are maintained in stock in the event a family has a disruption to internet service to ensure continuity of learning.
- MGLVA provides technology support and a help desk for all student technology.
- MGLVA provides training sessions for students and learning coaches on how to use the technology and access courses and content.
- MGLVA tracks all devices and has a reclamation process.
- MGLVA provides all software and imaging for each device.
- MGLVA provides productive platforms to ensure students have access and can receive appropriate technical support.
- MGLVA maintains appropriate policies to manage student use of devices provided by the academy.

Phase 5: Budget, Food Service, Enrollment, and Staffing

In addition to prepared for SY2021, MGLVA will or has:

- Surveyed all staff for returning status prior to the end of SY1920 to determine staffing needs



- Identified additional staff and needed positions during the Comprehensive Needs Assessment and Budgeting process.
- Posted positions or hired in response to student enrollment according to established teacher/student ratios.
- Communicate Enrollment and Attendance Expectations with Staff and Families.
- Continue to coordinate services with related service providers.
- Send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
- Verify that student and staff handbooks and planners are printed and ready for distribution and are available digitally. Create a master list of any changes to distribute during August Staff Meetings.
- Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
- Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
- Work with school leaders to orient new school staff to any operational changes.
- Create master teaching schedules.
- Provide all student material and ships directly to their home.
- Recruit, hire, and onboard all employees online, and utilized human resource platforms to conduct interviews and complete recruiting, hiring, and onboarding.
- Does not provide food service.
- Maintains student schedules to ensure that all students receive 180 days of instruction and at least 1098 hours of instruction.
- Monitor attendance daily.

Phase 5: Mental & Social-Emotional Health

Michigan Great Lakes Virtual Academy (MGLVA) places great value on the social-emotional health of our students and staff. MGLVA has implemented a Social Emotional Learning Committee for the 2020-2021 school year. This team operates remotely on a regular basis. Our students have accessed their education remotely 100% of the time. Therefore, our protocols for social emotional learning and assessment will be in place in all phases of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. Key points that reflect the requirements and recommendations are noted below.

- MGLVA has a team of counselors, student support advisors, and social workers that will serve as liaisons for maintaining mental and social-emotional health.
- At-Risk Students identified by Staff, Students or Learning Coaches will be referred to the MGLVA Student Resource Coordinator for follow up discussion and care. Referrals for student mental health and services are made to the counselors as well as the Student Support Team. MGLVA provides these services in an online environment. The Academy will continue to offer these services. Monthly reports for students served are provided to administration.
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- The SEL Committee will identify an appropriate CASEL-model Student Screener to identify at-risk students and possible individual student needs.
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Possible Resources Include:

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Phase 5: Instruction

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and vision. While our delivery of instruction is not changing, we have listed key notes below to identify key standards of instruction for remote learning.

MGLVA maintains continuous communication with our families including newsletters, emails, and informative and educational workshops.

MGLVA has continued to operate as it normally does throughout the COVID-19 Pandemic, ensuring a seamless and high-quality educational experience for its students. MGLVA will continue to implement its standard delivery of instruction as a cyber school as per our charter contract with Manistee Area Public Schools when the state is in any Phase of its Smart Start Plan.

Instruction

MGLVA is a full time Virtual Charter School. Instruction, communication and attendance monitoring will continue as regularly planned. Individual students and families experiencing needs due to COVID -19 will be addressed by the MGLVA team to support students to the best of our ability. Due to prior student academic interruptions MGLVA ensures that:

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 - MGLVA's Operations Manager will obtain enough Mi-Fi Hotspot devices and track student usage and delivery.
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Clear expectations have been set around high-quality remote instruction that include:

- Best practices for blended or remote learning
- Grade-level proficiencies
- Models of student assessment and feedback
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- The inclusion of social-emotional learning
- Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.
- These expectations will be supported by a robust professional learning plan
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Phase 5: Special Education

Minimal changes are anticipated for students requiring Special Education Support. Within the first 30 days of school, students' IEPs, IFSPs, and 504 plans will be revised in coordination with general and special education teachers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

Face to Face related services and evaluations will only be provided in Regions in Stages 5 and 6 and according to above Safety Protocol.

Phase 5: Postsecondary Transitions

In close collaboration with our high school principal and counselors, MGLVA will be working diligently to secure support for students who are transitioning to postsecondary. These supports will encompass:

- Determining what resources should be shared with Class of '21 and Class of '22 students and families.
- Planning for fall administration of SAT and ensuring that high school staff are communicating regularly with seniors.
- Providing resources, information, and training to parents and students. This will include a wide continuum of topics such as FAFSA completion, college application preparation, stackable certifications, etc.
- Utilizing counselors and/or college advisors to provide continued support to Tuition Incentive Program (TIP) eligible students. Monitor the number of TIP eligible students who are enrolling in college.
- Creating measures/processes to identify students who may need additional support.



Phase 5: Professional Learning

Michigan Great Lakes Virtual Academy provides teachers and staff with professional learning that enhances instruction, provides professional research for best practices, and promotes personal growth.

- MGLVA will conduct all professional learning virtually while any region is in Phase 1, 2, 3, or 4. MGLVA may conduct in-person professional learning if a particular region is in Phase 5 or 6.
- All persons attending in-person professional learning will comply with group sizing regulations set forth by the State of Michigan.
- MGLVA will continue to implement the current professional development plan including, but not limited to:
 - 5 Dimensions of Teaching and Learning
 - Cognitive Coaching
 - Virtual Literacy and Math Conferences
 - Standards-Based Instruction and Alignment
 - Co-Teaching for Special Education and General Education Teachers
 - Leadership Development
 - Continuous School Improvement

Phase 5: Standardized Testing

Michigan Great Lakes Virtual Academy secures a variety of testing sites around the state to provide appropriate testing in an in-person setting as required by the State of Michigan.

- State-Required events such as State Testing (KRA, MStep, ACT WorkKeys, PSAT and SAT) will follow the direct guidance of the Michigan Department of Education.
- Testing sites have been secured away from current COVID hot spots.
- Staff and students will be required to wear face coverings, wash hands and practice social distancing.
- Employees/students who cannot medically tolerate a mask will not be required to wear one.
- Testing will be conducted in smaller group sizes.
- All equipment will be sanitized after each use including work surfaces.
- Protocols for safety will be posted at each site.
- All cleaning and sanitization supplies will be provided by MGLVA



Phase 6 of the Michigan Safe Start Plan

Phase 6: Post Pandemic

Michigan Great Lakes Virtual Academy will continue to practice basic hygiene best-practices according to safety protocols identified within this Plan and guidance from the local health department and CDC guidelines. Students and staff will no longer be required to mask or social distance, however these practices will continue to mitigate risk.



Michigan Great Lakes Virtual Academy 2020-2021 Workplace Safety Plan

This Plan for COVID-19 exposure prevention, preparedness and response and for response to seasonal influenza pandemic is hereby issued in accordance with Section 1(a) of Executive Order 2020-161, and shall be implemented immediately by all District staff.

Plan Overview

This Plan is based on information available from the Centers for Disease Control (“CDC”), Health Department #10, and Manistee Area Public Schools’ Infectious Disease Preparedness Plan for Influenza Pandemic and COVID-19, at the time of its development and is subject to change based on further information provided by the CDC and other public officials. This Plan may also be amended based on operational needs.

The purpose of this Plan is to address Workplace Safety related to pandemic responsiveness, including the COVID-19 pandemic and any occurring seasonal influenza pandemic:

- Working with appropriate authorities to amend the school’s Emergency Response Plan;
- Creating a culture of infection control in the school that is reinforced during the annual influenza season and upon notice of pandemic or other widespread threat to public health by disease;
- Establishing critical partnerships with federal state and local authorities, including the intermediate school district and peer school districts to provide mutual support and maintenance of essential services during a pandemic.

The District’s Crisis Response Team consists of the following: the Head of School, the Principal of each grade band, Student Services Administrator, and the Operations Manager. This Team shall be responsible for the following:

- Monitor issues and information related to pandemics to keep the District’s Plan up to date.
- Monitor public health communications about COVID-19 recommendations and relate such information to employees as may be appropriate.
- Post appropriate materials about any current pandemic on the school’s website.
- Revise relevant portions of the School District’s Emergency Operations Plan as needed with Board action where required.
- Implement relevant portions of the Emergency Operations Plan as needed.
- Maintain updated knowledge of the School District’s Emergency Response Plan and this Plan so that they may reinforce and support a culture of safety in the School District.
- Publicize the Plan so that all employees in the buildings and/or departments under their supervision are informed of relevant procedures in the case of a pandemic and in the prevention of illness.
- Encourage all employees to be vaccinated annually for influenza and other infectious diseases, as necessary.
- Maintain a list of contacts in the health profession, including the County Public Health Officer, to provide consultation and advice regarding this Plan and its implementation.
- Provide as needed information to all staff regarding those practices that are recommended by public health officials that will reduce the spread of the infection.
- Ensure that handwashing signs are posted in all restrooms.
- Maintain IT infrastructures to support employee and students/families.



In addition, the Team shall address the following policies, practices or procedures as needed:

- Special procedures/accommodations for employees and students with special needs or disabilities;
- Amendments to policies related to facility use;
- Ensure the development of a plan to keep students, employees and families informed of developments as they occur.

During a Pandemic

During a pandemic, the Team shall, as directed by the Head of School, after consultation with knowledgeable public health officials, implement the following steps as needed:

- Work in consultation with appropriate authorities to ensure learning continues in the Academy's virtual environment.
- Encourage employees who typically work in the office and are not deemed essential workers to work from home.
- Contact key vendors to determine the impact of the outbreak on their operations and its effects on the District's ability to perform daily functions, and if possible, obtain extra quantities of any necessary supplies that may be threatened due to the outbreak.
- Monitor staffing levels and assist supervisors in finding ways to maintain critical operations considering any staffing shortage, which may include consideration of closing the office.
- Notify the public of changes that affect their interactions with the school and its staff, which may include posting information on the home page of the school's website, in school offices, and in other media as appropriate.

Updates to the Plan

The Crisis Response Team shall conduct an annual assessment of the Plan and update the Plan as necessary.

Responsibilities of Crisis Response Team Related to Staffing

The Crisis Response Team shall ensure that all managers and supervisors are familiar with this Plan and are prepared to answer questions from employees. Members of the Crisis Response Team are expected to set a good example by following the Plan, which includes practicing frequent hand washing and following jobsite safety practices to prevent the spread of the virus/infectious disease. Managers and supervisors are to encourage this same safe behavior from all employees.

Responsibilities of Employees

It is the job of each School District employee and stakeholder to assist with infectious disease prevention efforts. To guide in this task, the School District has instituted the following housekeeping and social distancing practices. All employees and stakeholders are expected to follow these measures if required to be in close contact with other employees or students and families. In addition, employees are expected to self-monitor and report to their managers or supervisors if they are experiencing signs or symptoms of COVID-19, as described below. If an employee has a specific question about this Plan or COVID-19, the employee is to ask your manager or supervisor. If they cannot answer the question, the employee is to contact the building principal.



OSHA and the CDC have provided the following control and preventive guidance for all workers, regardless of exposure risk, which employees are to follow:

- 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 rub 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.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you develop a fever and any symptoms listed above, call your supervisor and your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your supervisor and healthcare provider right away.

Office Protective Measures

The District has instituted the following protective measures for the MGLVA Office at this time, which shall continue until otherwise directed by the Head of School.

General Safety Policies and Rules

- The "[Screening Form](#)" shall be used for each entry into the office building. Temperature checks, if available, will also be completed before a person is allowed to enter a school building.
- Any employee/contractor/visitor showing symptoms of COVID-19 and/or displaying a temperature above 100.4 will be asked to leave the jobsite and return home.
- In-person meetings will be eliminated, to the extent feasible. Meetings will be virtual or by teleconference where possible. During any in-person meetings, avoid gathering in groups of more than 10 people and participants must remain at least six (6) feet apart.
- Employees must avoid physical contact with others and shall direct others (co-workers/contractors/visitors) to increase personal space to at least six (6) feet, where possible.
- While in effect, Executive Order 2020-114 requires that face masks, shields or face coverings must be worn by all employees when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common workspaces, meeting rooms, classrooms, restrooms, hallways, etc.). Appropriate use of face masks, shields or coverings is critical in minimizing risks to others near you. The mask, shield or face covering is not a substitute for social distancing.
- In the event access to running water for hand washing is impracticable, the School District will provide, to the extent available, alcohol-based hand sanitizers and/or wipes.



- Employees should limit the use of a co-worker's desks, supplies, tools and equipment. To the extent such must be shared, the District will provide a disinfecting product to clean desks, supplies, tools and equipment before and after use. When cleaning desks, supplies, tools and equipment, employees should consult manufacturing recommendations for proper cleaning techniques and restrictions as appropriate.
- Employees are encouraged to limit the need for N95 respirator use by observing distancing protocols and by working in such a fashion as to minimize dust; cloth masks should be worn as advised by appropriate authorities.
- In lieu of using a common source of drinking water, such as a cooler, water fountain or sink, employees should use individual water bottles.

Maintenance Workers Entering School Buildings

- Maintenance activities within occupied school buildings present unique hazards with regards to COVID-19 exposures. Everyone working in such areas should evaluate the specific hazards when determining best practices related to COVID-19. MGLVA will follow guidance from Manistee Area Public Schools.
- During this work, employees must sanitize the work areas upon arrival, throughout the workday, and immediately before departure. The School District will provide a disinfecting product for this purpose.
- Employees should ask other occupants to keep a personal distance of six (6) feet at a minimum. Workers should wash or sanitize hands immediately before starting and after completing the work.

Building Visitors

- The number of visitors to the office will be limited to only those necessary for the work.
- All visitors will be screened in advance of building entry using the Screening Form as well as complete a temperature check, if available.
- Deliveries will be permitted but should be properly coordinated in line with the School District's minimal contact and cleaning protocols. Delivery personnel should remain in their vehicles if possible.
- Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will always be instructed to wear the face covering.

Personal Protective Equipment and Work Practice Controls

- The MGLVA Office is deemed to be a lower exposure risk to COVID-19 during pandemic due to the lower risk of exposure to the public during operations. MGLVA will provide the following personal protective equipment (PPE) to staff whose job descriptions require interaction with the public or interaction with work areas to which multiple persons may have come in contact:
 - **Gloves:** Gloves may be worn while on-site and may be required for certain employees (i.e. maintenance and custodial). The type of glove worn should be appropriate to the task. If gloves are not typically required for the task, then any type of glove is acceptable, including latex gloves. Employees should avoid sharing gloves.
 - **Non-medical grade Face Mask/Shields/Coverings:** While any Executive Order requires it, face masks, shields or face coverings must be worn by all employees when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common workspaces, meeting rooms, classrooms, restrooms, hallways, etc.). Appropriate use of face masks, shields or coverings is critical in minimizing risks to others near you. The mask, shield or face covering is not a substitute for social distancing. Disposable masks and face shields will be provided by the School District if needed. Disposable masks may only be worn for one day and then must be placed in the trash. If a mask becomes wet or soiled, place the mask in the trash.



- Facial coverings must always be worn by staff at the Central Office or Face to Face events of any kind. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
 - MGLVA will provide disposable masks if a student or family member does not have their own.
- Facial coverings must be worn by K-12 students and Learning Coaches during face to face events in the event social distancing is not an option.
- Facial Coverings will be provided by MGLVA for those who cannot provide his/her own.
- Homemade facial coverings must be washed daily.
- Facial coverings must always be worn in hallways and common areas at face to face events by K-12 students in the building.
- Students are not required to wear a mask during mealtimes, if applicable.

Exemptions:

- Any staff member or student 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.
- Individuals (staff or students) who claim medical exemption will need to contact the appropriate grade level administrator for decisions regarding face to face requirements. All efforts will be made to accommodate reasonable requests.
- Students unable to attend required state testing due to medical reasons must provide a signed note from a medical professional indicating they may not attend.
- Facial coverings should never be used on children under age 2.
- Exempted individuals will be recorded in a master database. Appropriate accommodations will be made to keep staff and students from potentially hazardous situations including virtual support for staff or 1:1 testing for at-risk students.

Training and Notifications:

- All Staff will receive general COVID-19 training via [Safe Schools](#) (a platform that provides documentation of required training, screening protocols, required notifications to staff) prior to the SY2021 start.
- All Staff, Students and Parents will have face covering expectations reviewed prior to face to face events as needed including: Learning Coach Meetings, Emails and Auto-Dialer Announcements.
- Central Office signage will be prominent throughout all office spaces and events and will clearly identify who is required to wear face coverings in each designated area of the building.

Refusals:

- Learning Coaches/Students who refuse to participate in state-required events such as state testing must have a signed note from a medical professional indicating they may not attend.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on.
- Learning Coaches will be notified in the case of refusal and may be asked to remove student from the face to face event.

Job Site Cleaning and Disinfecting



Manistee Area Public Schools has instituted regular housekeeping practices, which include cleaning and disinfecting frequently used tools and equipment, and other elements of the work environment, where appropriate. Employees should regularly do the same in their assigned work areas.

- Common areas will be cleaned at least once per day absent special circumstances. Employees performing cleaning will be issued proper personal protective equipment (PPE), such as nitrile, latex, or vinyl gloves, and gowns as may be recommended by the CDC.
- Trash in School District buildings should be collected frequently and disposed of properly by someone wearing nitrile, latex, or vinyl gloves.
- Toilets should be cleaned at least twice per week and disinfected on the inside. Frequently touched items (i.e. door pulls and toilet seats) will be disinfected regularly.
- Those areas of the jobsite that a confirmed-positive individual may have been in contact with should be cleaned before employees access that workspace.
- Any disinfection shall be conducted using one of the following:
 - Common EPA-registered household disinfectant;
 - District-provided commercial or hospital-grade disinfectant (if available);
 - Alcohol solution with at least 60% alcohol; or
 - Diluted household bleach solutions (if appropriate for the surface).
- Safety Data Sheets of all disinfectants used on site are to be maintained.

Hygiene

- Adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided at Central Office and at all Face to Face events to support healthy hygiene behaviors
- Staff will teach and reinforce hygiene techniques when appropriate:
 - Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol when appropriate.
 - Coughing and sneezing into their elbows or cover with a tissue.
 - Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- If students are required to be on-site, their personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
- Students and staff will limit sharing of personal items and supplies such as writing utensils.
- If students are required to be on-site, staff will limit use of classroom materials to small groups and disinfect between use or provide adequate supplies to assign for individual student use.
- The Operations Manager and Head of School will audit necessary materials and supply chain for cleaning and disinfection supplies.
- The Operations Manager and Head of School will coordinate with Manistee Area Public Schools regarding cleaning and other facility needs and requirements.

Spacing, Movement and Access at In-person Events

- Executive Order 2020-115 states:
 - A social gathering or organized event among persons not part of the same household is permitted, but only to the extent that:



- Persons not part of the same household maintain six feet of distance from one another.
- If it is indoors, the gathering or event does not exceed 50 people.
- If it is outdoors, the gathering or event does not exceed 250 people.
- For state assessments or other in-person instruction or events, if necessary, desks will be spaced six feet apart to greatest space available.
- Group sizes will be kept to the level afforded by necessary spacing requirements and according to CDC/DHS recommendations.
- Teachers/staff should maintain six feet of spacing between themselves and students as much as possible.
- Family member attendance should be limited to the Learning Coach and student when possible.
- Signage will be posted to indicate proper social distancing.
- Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.
- Social distancing floor/seating markings will be placed in waiting and reception areas.
- Signs will be placed on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Screening Students and Staff

- MGLVA will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Prior to any Face to Face event, Learning Coaches and staff will take a screening survey to confirm health and safety of all in attendance.
- Students will have their temperatures taken at events where attendance greater than 10 is expected.
- Students who become ill at Face to Face events will have their Learning Coach contacted immediately for pickup. Students will be separated to the extent possible for other staff and students. If not already masked, students will be provided a disposable mask.
- Symptomatic students and staff should not come to the office or attend face to face events until they have tested negative or have completely recovered according to CDC guidelines.
- Seating Charts, if applicable, will be kept at all Face to Face events in the event families need contacted for quarantining measures.
- Central Office staff will take daily screening survey provided by Authorizer to ensure health and safety of all staff.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to their director supervisor. The school health official or Human Resources will monitor reports and follow up with any symptomatic person to direct where, when, and how to get tested and report those results back to the school as soon as available.
- Positive tests for staff members and Students will result in a required quarantine from school office or Face to Face events for 14 days.

Testing Protocols for Students and Staff and Responding to Positive Cases

- MGLVA will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Symptomatic students and staff sent home from in-person events should be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.



- Families/staff should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 at the Central Office or Face to Face Event to encourage closer observation for any symptoms at home.
- 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.
- Staff will adhere to confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

Further Guidance for Jobsite Exposure Situations

Employee Exhibits COVID-19 Symptoms

If an employee exhibits COVID-19 symptoms, the employee must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). MGLVA will similarly require an employee who reports to the office with symptoms to return home until he or she is symptom free for 72 hours (3 full days). To the extent practical, employees are required to obtain a doctor's note clearing them to return to work.

Employee Tests Positive for COVID-19

An employee who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with any operable Executive Order or other guidance from proper authorities. Employees that test positive and are symptom free and work in a physical location at the Academy, may return to work when at least seven (7) days have passed since the date of his or her first positive test, and he/she has not had a subsequent illness, unless otherwise directed by their healthcare provider. Employees who test positive and are directed to care for themselves at home and work in a physical location at the Academy, may return to work when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least seven (7) days have passed since symptoms first appeared, unless otherwise directed by their healthcare provider. Employees who test positive and have been hospitalized and work in a physical location at the Academy, may return to work when directed to do so by their medical care providers. MGLVA may require an employee to provide documentation clearing his or her return to work.

Employee Has Close Contact with an Individual Who Has Tested Positive for COVID-19

Employees who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-quarantine for 14 days from the last date of close contact with that individual. Close contact is defined as within six (6) feet for a prolonged period.

If MGLVA learns that an employee has tested positive, the Academy will notify the local Health Department where the employee resides within 24 hours and conduct an investigation to determine co-workers who may have had close



contact with the confirmed-positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, MGLVA will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee. If an employee learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert a manager or supervisor of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

Confidentiality/Privacy

To the extent permissible and in accordance with applicable law, 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 that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Notwithstanding the foregoing, MGLVA reserves the right to inform other employees and stakeholders that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health.