**COVID-19 Preparedness and Response Plan**

(Executive Order 2020-142 District Preparedness Plan Template)

**Name of District:** Alternative Educational Academy of Ogemaw County

**Address of District:** 2479 South M-76 West Branch, MI 48661

**District Code Number:** 65900

**Web Address of the District:** www.ogemawaea.net

**Name of Intermediate School District:** COOR ISD

**Name of Authorizing Body (if applicable):** COOR ISD

# **Preparedness Plan Introduction**

Governor Whitmer’s[Executive Order 2020-142](https://content.govdelivery.com/attachments/MIEOG/2020/06/30/file_attachments/1485859/EO%202020-142.pdf) “provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There’s no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.” (EO-2020-142)

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

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district’s/PSA’s, or nonpublic school’s public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

# **Preparedness Plan Assurances**

The District agrees to meet all of the following requirements of Executive Order 2020-142

* The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
* The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
* The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
* The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
* The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
* The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
* The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
* The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
* The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
* The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

# **Preparedness Plan**

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

1. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan.*
2. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

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| The Alternative Educational Academy of Ogemaw County (AEA) provides an online curriculum to all enrolled pupils and operates under Virtual Learning Options (Section 5-O-D of the Michigan Department of Education’s Pupil Accounting Manual). Pupils receive all academic instruction in courses they are registered for through a digital learning environment. These courses will continue to be offered and students will be able to attend and participate in online courses when Region 4 is in Phase 1, 2, or 3 of the *Michigan* *Safe Start Plan*.  Access to the internet as well as an electronic device capable of accessing electronic instruction (cell phone, tablet, laptop, etc…) is required for pupils to successfully complete their online courses. The Alternative Educational Academy of Ogemaw County will provide internet access and/or electronic devices to any enrolled pupil who communicates a need for necessary equipment whenever possible.  In the event the AEA cannot provide internet for an enrolled pupil (i.e. because cellular signal is weak or unavailable where the pupil resides), alternative paper/pencil assignments will be mailed or delivered to the pupil. These assignments will consist of tutorials, quizzes, and tests printed from the online courseware of which the pupil is enrolled. Academic support and virtual instruction by certified teachers will complement paper/pencil materials.  Instruction and communication will continue between the teacher of record/mentor and the pupil each week. Instruction and communication options include: phone conversations, email correspondence, Facebook messenger, texting, learning management system (Plato and e2020) messaging, and video conferencing. Two-way communication between the teacher of record/mentor and the pupil is required weekly and will continue to be a requirement throughout the 2020-2021 school year regardless of what phase of reopening Region 4 is in. |

1. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:
2. **Face coverings** (p. 22)
   1. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
3. All staff and all students in grades preK-12 when on a school bus.
4. All staff and all students in grades preK-12 when in indoor hallways and common areas.
5. All staff when in classrooms.
6. All students in grades 6 and up when in classrooms.
7. All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

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| The Alternative Educational Academy of Ogemaw County will require the wearing of face coverings, except during meals and unless face covering cannot be medically tolerated for all staff and students in the following applicable scenarios:   1. When staff and students are in a school vehicle 2. When staff and students are in indoor hallways and common areas 3. When staff and students, grades 6 and up, are in the classrooms   Staff and students may wear facial coverings that are homemade or disposable level-one (basic) grade surgical masks. If staff or students do not have an appropriate mask, The Alternative Educational Academy will provide a disposable mask each day as needed.  Students will be required to provide documentation from their primary care provider or health professional if masks cannot be medially tolerated. |

1. **Hygiene**

Please describe how you will implement the **requirements** for hygiene protocols

from the *Return to School Roadmap* (p. 22-23*).*

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| The Alternative Educational Academy will implement the requirements for hygiene protocols through the following actions:   * Soap, hand sanitizer, paper towels, and tissues will be provided to staff and students in the classrooms, offices, and common areas * Signs reinforcing proper handwashing techniques will be posted in all bathrooms * Handwashing with soap and water will be taught and reinforced * Back-To-School orientation for staff and students will include best practice hygiene education * AEA staff will check (twice per day) and refill soap and hand sanitizers as needed * Students and staff will adhere to scheduled handwashing with soap and water every 2-3 hours * Most school supplies will be handled and sanitized by the AEA staff (i.e. laptops will be taken out of the carts and handed to students, staff will record attendance instead of students signing in, etc...) * Student materials that stay at the school will be stored separately in ziplock bags * Tables and chairs will be disinfected between use * Hand sanitizing stations will be set up throughout the school buildings. |

1. **Cleaning**

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

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| The Alternative Educational Academy of Ogemaw County will implement the following cleaning requirements and protocols:   * Staff will be provided gloves, masks, and face shields, which are required for all cleaning activities, by the district * Staff will use EPA-approved Virucide Cleaner and Sanitizer on all frequently touched surfaces including light switches, doors, benches, bathrooms, and handles every three hours and at least three times daily when the school building are in use * Student desks, chairs, and equipment will be cleaned with disinfectant after each use |

1. **Athletics**

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

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| N/A |

1. **Screening**

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

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| The Alternative Educational Academy of Ogemaw County will implement the following screening protocols during Phase 4 of the *Michigan Safe Start Plan*:   * We will communicate and adhere to protocols set in place by District Health Department #2 * We will continue to communicate with our school community on the importance of self-screening and self-examinations, including temperature checks, through various means of media. * Each campus will have a designated quarantine area and staff person to assist students who become ill with COVID-19 symptoms at school * Students who become ill at school will be given a surgical mask until they can be picked up * Symptomatic students sent home from school will be required to stay home until they have tested negative or have completely recovered according to CDC guidelines. * Staff are required to self-monitor daily, including temperature checks, and fill out the COVID-19 monitoring document in Google Forms * Forehead thermometers are provided to each school site * Students and staff with a temperature of 100.4 or greater or are exhibiting respiratory or gastrointestinal symptoms are required to stay home. |

1. **Testing**

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

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| The Alternative Educational Academy of Ogemaw County will implement the following requirements for testing protocols:   * The District will cooperate with the local public health department regarding implementing protocols for screening students and staff. Additionally, the district will work with the public health department to collect the contact information for any close contacts of an affected individual from two days before he or she showed symptoms of COVID-19. * Students who become ill with COVID-19 symptoms at school will wear a mask until they can be picked up by a parent, guardian, or emergency contact, and be recommended to an off-site testing facility. * Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be recommended to an off-site testing facility. * The AEA will require that students and staff who have been sent home due to COVID-19 symptoms stay home until they test negative for COVID-19 or have been released from isolation according to CDC guidelines. * In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts to contact close contacts will be made so that they can be quarantined for 14 days at home. This will be done in compliance with the Americans with Disabilities Act, HIPAA, and FERPA. * Additionally, the district will work with the public health department to collect the contact information for any close contacts of an affected individual from two days before he or she showed symptoms of COVID-19. |

1. **Busing and Student Transportation**

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

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| The Alternative Educational Academy of Ogemaw County does not own or operate school busses, however the district does own and operate a school van. Our requirements for student transportation in the school van during Phase 4 are:   * All Staff and students who are medically able to tolerate a face covering, are required to so do while in a school owned vehicle. * The use of hand sanitizer upon entering the school van is required and will be provided by the district. * The school van will be disinfected after each use with an EPA-approved disinfectant * Students will be required to sit providing the maximum amount of space possible between them and other riders/driver. This will typically mean one person per seat. * Weather permitting, windows will be open while the school van is in motion to help reduce the spread of COVID-19 by increasing air circulation. |

1. **Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

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| When Region 4 is in Phase 5 of the *Michigan* *Safe Start Plan*, the Alternative Educational Academy of Ogemaw County will continue with the following policies and procedures regarding COVID-19 safety protocols:  Face Coverings:   * Students and staff will be required to wear face coverings, except during meals and unless face covering cannot be medically tolerated in the following applicable scenarios:  1. When staff and students are in a school vehicle 2. When staff and students are in indoor hallways and common areas  * Face coverings may be removed in the classroom when the recommended social distance of 6 feet between people can be maintained.   Hygiene:   * Soap, hand sanitizer, paper towels, and tissues will be provided to staff and students in the classrooms, offices, and common areas * Signs reinforcing proper handwashing techniques will be posted in all bathrooms * Handwashing with soap and water will be taught and reinforced * Hygiene education will continue * AEA staff will check and refill soap and hand sanitizers as needed * Students and staff will use hand sanitizer or wash their hands after changing classrooms * Most school supplies will still be handled and sanitized by the AEA staff (i.e. laptops will be taken out of the carts and handed to students, staff will record attendance instead of students signing in, etc...) * Student materials that stay at the school will be stored separately in ziplock bags * Tables and chairs will be disinfected between use * Hand sanitizing stations will be set up throughout the school buildings.   Screening/Testing:   * All Phase 4 screening and testing protocols will be in effect during Phase 5   Cleaning:   * Staff will be provided gloves, masks, and face shields, which are required for all cleaning activities, by the district * Staff will use EPA-approved Virucide Cleaner and Sanitizer on all frequently touched surfaces including light switches, doors, benches, bathrooms, and handles every three hours and at least three times daily when the school building are in use * Student desks, chairs, and equipment will be cleaned with disinfectant after each use   Busing and Student Transport:   * All Staff and students who are medically able to tolerate a face covering, are required to so do while in a school owned vehicle. * The use of hand sanitizer upon entering the school van is required and will be provided by the district. * The school van will be disinfected after each use with an EPA-approved disinfectant. * Weather permitting, windows will be open while the school van is in motion to help reduce the spread of COVID-19 by increasing air circulation. |
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**1.** Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan.*

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| * Facial coverings should always be worn in hallways and common areas * Provide adequate supplies to support healthy hygiene * Teach and reinforce handwashing with soap and water and use of hand sanitizer * Staff and student education on hygiene * Washing of hands or use of sanitizer before switching classrooms * Identify and use a quarantine area for the ill at school * Ill students will be place in quarantine area with a mask for student and staff * Symptomatic students sent home until they test negative or have completely recovered according to CDC guidelines * Strict records of visitors and guests will be kept * Student who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be recommended to off-site testing |

**2.**Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan.*

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| * Facial coverings should always be worn by staff except for meals. (AEA staff will be required to wear facial coverings in hallways, common areas, and school vehicles. AEA staff may remove masks during Phase 5 of the *Michigan Safe Start Plan* if 6 feet of social distancing can be maintained in the classroom.) |

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

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| * Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. (The AEA will allow family and guests in the school building by appointment and will require facial coverings). |

# **Final Steps for Submission**

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

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:** August 10, 2020

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:** [**https://www.ogemawaea.net/business/**](https://www.ioscoaea.net/business/)

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

[**www.ogemawaea.net**](http://www.ioscoaea.net)

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

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

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

**Administrator:** August 10, 2020

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