

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: WEOC

Address of District: 301 West Michigan Ave, Suite 405, Ypsilanti, MI 48197

District Code Number: SEE program listed under 810000

Web Address of the District: www.weoc.info

Name of Intermediate School District: Washtenaw Intermediate School District

Name of Authorizing Body (if applicable): NA

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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](#) (“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:

- A. 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*.
1. 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.

WEOC MISSION:

Vision: At WEOC we aspire to create a socially just, equitable, and inclusive educational environment. We strive to empower our community members to think and advocate for themselves and others.

Mission: At WEOC, we provide a variety of high-quality public education options to a broad range of learners. We intentionally build meaningful relationships with all learners while supporting them both academically and emotionally.

We plan to live and implement this vision and mission throughout the COVID-19 continuity of learning plan.

In Phase 1, 2 and 3 of the Michigan Safe Start Plan, WEOC programs will ensure access to academic, instructional and social emotional support for all students through the following remote learning approaches that build on our original continuity of learning plans.

Access to Technology Tools:

All WEOC programs have provided students who need access to a device and internet connectivity in order to access virtual instruction during the COVID-19 school closure.

Access, Equity and Inclusion:

All WEOC programs engage in the following to ensure access for students to promote equity:

- Ongoing stakeholder surveys to assess student needs for technology devices and internet access to ensure all students have the necessary technology and access throughout the school closure

- Device drop off and pick up based on student needs
- Technology support staff available during school hours to troubleshoot, support, and replace necessary devices
- Ongoing professional learning for staff to deliver and engage in remote learning
- Parent/guardian resources to support student learning online
- Student resources and options for engaging in remote learning
- Accommodations and support for students impacted by the COVID-19 crisis (or any other extenuating circumstances) including opportunities to demonstrate learning when school resumes.
- Student Support Team resources and other mental health support
- Ongoing needs assessment for social, emotional, health, financial, and academic needs based on the MAISA guidance

Alternative Modes of Instruction for Phase 1-3 for online instruction:

All modes of successful community at WEOC are founded on strong relationships with students and families. The modes of instruction below enable continuation of our deep commitment to our families and students to support individualized needs for all. Increasing the reach of instruction will use teacher communication and multiple learning options provided via Google Classroom, PowerSchool Learning, Canvas, Telephone communication, Video Chat, Project-Based Learning, and instructional course packs and other printed materials.

WEOC programs will also continue to use partnerships with EMU and WCC for dual enrollment and early college access to college classes for students enrolled in college courses. Communications and virtual instruction will include email, telephone communication both voice and text, as well as the online instructional resources already mentioned.

Summary of Materials Needed to Access Instruction:

- Internet access and a computer or tablet device - provided by WEOC unless the family prefers their own device
- Phone number and phone access - updated in PowerSchool SIS per usual school process
- Email - provided by WEOC
- Video chat - provided by WEOC
- Account on learning platform - provided by WEOC and partner institutions of higher education Ex. Google Classroom, PowerSchool Learning, Canvas, etc.

Counseling and social emotional support for Phase 1-3 during online instruction:

During this crisis, the school counseling department will continue maintaining the high quality scope of service that we offer during the school year. In order to help us continue to reach and serve students, families, and staff, counselors will offer virtual

office hours and will also regularly send surveys out to families and students. Counselors network with teaching staff to determine observed student needs, and regularly monitor several Google referral forms for mental health referrals, and network students and families with available outside services and resources. WEOC will continue to offer one on one, small group, and research informed mental health instructional services for WEOC students in need. It is our hope that we will be able to offer this same level of support that we offer in person so that there is some certainty in these uncertain times.

B. 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:

1. **Face coverings** (p. 22)

- a. 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:
 - i) All staff and all students in grades preK-12 when on a school bus.
 - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.
 - v) 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.

In Phase 4 of the Michigan Safe Start Plan, WEOC programs will ensure access to academic, instructional and social emotional support for all students through the following remote learning approaches that build on our original continuity of learning plans. We will also coordinate scheduled face to face meetings both on campus, by appointment off campus with some students, or offer one day per week of in person learning for designated students in need (ex. mental health, special needs, housing insecure, etc).

Access to Technology Tools:

All WEOC programs have provided students with access to a device and internet connectivity in order to access virtual instruction during the COVID-19 school closure.

Access, Equity and Inclusion:

All WEOC programs engage in the following to ensure access for students to promote equity:

- Ongoing stakeholder surveys to assess student needs for technology devices and internet access to ensure all students have the necessary technology and access throughout the school closure
- Device drop off and pick up based on student needs

- Technology support staff available during school hours to troubleshoot, support, and replace necessary devices
- Ongoing professional learning for staff to deliver and engage in remote learning
- Parent/guardian resources to support student learning online
- Student resources and options for engaging in remote learning
- Accommodations and support for students impacted by the COVID-19 crisis (or any other extenuating circumstances) including opportunities to demonstrate learning when school resumes.
- Student Support Team resources and other mental health support
- Ongoing needs assessment for social, emotional, health, financial, and academic needs based on the MAISA guidance

Alternative Modes of Instruction for Phase 4 for online instruction:

All modes of successful community at WEOC are founded on strong relationships with students and families. The modes of instruction below enable continuation of our deep commitment to our families and students to support individualized needs for all. Increasing the reach of instruction will use teacher communication and multiple learning options provided via Google Classroom, PowerSchool Learning, Canvas, Telephone communication, Video Chat, Project-Based Learning, and instructional course packs and other printed materials.

WEOC programs will also continue to use partnerships with EMU and WCC for dual enrollment and early college access to college classes for students enrolled in college courses. Communications and virtual instruction will include email, telephone communication both voice and text, as well as the online instructional resources already mentioned.

Summary of Materials Needed to Access Instruction:

- Internet access and a computer or tablet device - provided by WEOC unless the family prefers their own device
- Phone number and phone access - updated in PowerSchool SIS per usual school process
- Email - provided by WEOC
- Video chat - provided by WEOC
- Account on learning platform - provided by WEOC and partner institutions of higher education Ex. Google Classroom, PowerSchool Learning, Canvas, etc.

Face coverings during scheduled face to face instruction and counseling for Phase 4:

All staff and students (WEOC has students in grades 6-12) will be required to wear a face covering, except during meals and unless face coverings cannot be medically tolerated, at all times in the school, during school activities, and on any school supplied transport.

2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

Hygiene during scheduled face to face instruction and counseling for Phase 4:

WEOC schools will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Supply sharing will be discouraged or very limited. Personal items will be kept separate.

3. Cleaning

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

Cleaning during scheduled face to face instruction and counseling for Phase 4:

WEOC schools will provide adequate supplies for cleaning. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. WEOC will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products. Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities. Additional temporary cleaning staff may be hired to accommodate the additional work of cleaning regularly.

4. Athletics

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

WEOC does not offer student athletics. Students access athletic programs through their local educational authority and will fall under each district plan for this purpose.

5. Screening

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

WEOC will fully cooperate with the local public health department regarding implementing protocols for

screening students and staff. WEOC schools will identify and designate a quarantine area and a staff person to care for students who become ill at school. Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask until they can go home using their mode of transportation to school or be picked up by an adult. School staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required. Symptomatic students sent home from school will be told to stay home until they have tested negative or have completely recovered according to CDC guidelines.

Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will stay home.

Families will be encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater will be expected to stay home and consider coronavirus testing if symptoms of COVID-19 are present. These absences will not be penalized. Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

6. Testing

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

WEOC will fully cooperate with the local public health department regarding implementing protocols for screening students and staff. Symptomatic students and staff sent home from school will be told to stay home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the school to encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19, WEOC will cooperate with the health department to make immediate efforts 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, only those that develop symptoms of COVID-19 require testing for COVID-19.

7. 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).

WEOC does not offer student transportation. Students take individual or public transport to WAVE and ECA. Some WIHI/WIMA students access transportation through some participating local educational authorities and will fall under the Ypsilanti Community Schools district plan for this purpose.

C. 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.

WEOC will offer staggered scheduling for school classes during Phase 5. All strongly recommended items, including safety, spacing and distancing, and cleaning procedures will be followed by WEOC programs while Michigan is in Phase 5.

For remote education, WEOC will ensure:

Access to Technology Tools:

All WEOC programs have provided students who need access to a device and internet connectivity in order to access virtual instruction during the COVID-19 school closure.

Access, Equity and Inclusion:

All WEOC programs engage in the following to ensure access for students to promote equity:

- Ongoing stakeholder surveys to assess student needs for technology devices and internet access to ensure all students have the necessary technology and access throughout the school closure
- Device drop off and pick up based on student needs
- Technology support staff available during school hours to troubleshoot, support, and replace necessary devices
- Ongoing professional learning for staff to deliver and engage in remote learning
- Parent/guardian resources to support student learning online
- Student resources and options for engaging in remote learning
- Accommodations and support for students impacted by the COVID-19 crisis (or any other extenuating circumstances) including opportunities to demonstrate learning when school resumes.
- Student Support Team resources and other mental health support
- Ongoing needs assessment for social, emotional, health, financial, and academic needs based on the MAISA guidance

Modes of Instruction for Phase 5:

All modes of successful community at WEOC are founded on strong relationships with students and families. In Phase 5, there will be a return to face to face scheduled instruction for all WEOC programs. Schedules may look different than in Phase 6. The modes of instruction below will continue in order to enable continuation of our deep commitment to our families and students to support individualized needs for all. Increasing the reach of instruction will use both face to face and remote teacher communication and multiple learning options provided via Google Classroom, PowerSchool Learning, Canvas, Telephone communication, Video Chat, Project-Based Learning, and instructional course packs and other printed materials.

WEOC programs will also continue to use partnerships with EMU and WCC for dual enrollment and early college access to college classes for students enrolled in college courses. Communications and virtual instruction will include email, telephone communication both voice and text, as well as the online instructional resources already mentioned.

Summary of Materials Needed to Access Online Instruction:

- Internet access and a computer or tablet device - provided by WEOC unless the family prefers their own device
- Phone number and phone access - updated in PowerSchool SIS per usual school process

- Email - provided by WEOC
- Video chat - provided by WEOC
- Account on learning platform - provided by WEOC and partner institutions of higher education Ex. Google Classroom, PowerSchool Learning, Canvas, etc.

Counseling and social emotional support for Phase 5:

As we transition to more face to face interactions the counseling department will be focused on helping reintegrate students into the physical school space, while being cognizant of the very reasonable fears and concerns around health and safety many will experience. We will continue to be available in person and/or virtually and will maintain existing efforts to communicate with students and families outside of our school building. However, we will also offer more of our traditional face to face offerings, including one on one meetings and small group instruction. We will aim to make these supports as accessible as possible and hope to be able to help bring a sense of normalcy and consistency to otherwise hard to predict times.

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*.

WEOC will include all highly recommended items from the Return to School Roadmap in Phase 5. This will include face coverings, screenings, hygiene, and testing protocols.

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*.

WEOC will not exclude any highly recommended items from the Return to School Roadmap in any Phase.

D. 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**.

WEOC will not exclude any highly recommended items from the Return to School Roadmap in any Phase.

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:

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:

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

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:

David Dugger, Executive Director

Washtenaw Educational Options Consortium, August 10, 2020



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

Date Submitted to State Superintendent and State Treasurer: