



COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Revised 1:00p

08/15/2020

Name of District: Pontiac Academy for Excellence

Address of District: 196 Cesar E Chavez Ave, Pontiac, MI 48342

District Code Number: 63906

Web Address of the District: www.pontiacacademy.org

Name of Intermediate School District: Oakland ISD

Name of Authorizing Body (if applicable): Saginaw Valley State University



Preparedness Plan Introduction

The mission of Pontiac Academy for Excellence is to provide students and families with a safe, nurturing environment and challenging educational experiences that will foster the strength of character necessary to succeed in career and life. The academy's vision statement propelled the plan's desired results: "We envision a school district where students are champions of excellence in learning and life, and are supported by highly qualified administration and faculty, involved parents and an invested community, who show their dedication to educational success through their own high moral and professional standards." This Preparedness Plan also adheres and aligns to the values of the academy, which are hard work, parent involvement, stability, trust, relationships, responsibility, opportunity, and diversity.

The development of the Preparedness Plan for Pontiac Academy for Excellence is a collaborative effort between PAE Building Level Staff, PAE Central Office Administration, the PAE Board of Directors, PAE Families and Community Partners. There have been many targeted discussions. Additionally, perception surveys were conducted over the past 2-3 months polling all stakeholders. Perception surveys for the school community were administered through multiple communication vehicles such as social media, email campaigns, the school website and manual distribution. Those results were incorporated and highly leveraged in this process. The survey results reflected that over half of the PAE Staff and over half of the PAE Families/Community expressed that remote learning was the best fit for returning to school in the Fall 2020 at Pontiac Academy for Excellence for safety purposes due to COVID-19 infection and death rates in the area and in Michigan.

Pontiac Academy for Excellence has evolved to meet the needs of its community and is now a district on one campus, offering elementary, middle and high school with caring staff and faculty who focus on the whole child, the whole family and the whole community. In order to meet the needs of the families that it serves during the pandemic, the academy implemented a **Continuity of Learning Plan and COVID 19 Response Plan**, which provided students with instructional opportunities via remote learning and the technology to support the virtual learning experience. Further, during this time, we also connected our families with critical resources including food services and utility assistance. We remain committed to our mission, vision and values.

In order to construct a Preparedness and Response Plan that aligned with the academy's purpose, the school's mission statement governed the purpose of the plan: This plan is based on information available from the U.S. Department of Health and Human Services' Centers for Disease Control and Prevention ("CDC"), the Oakland County Health Division ("OCHD"), and Michigan Executive Orders No. 2020-36 (April 3, 2020), 2020-32 (April 9, 2020) and 2020-39 (April 24, 2020). This Preparedness and Response Plan is subject to change based on further information provided by the CDC, OCHD and other public officials. Pontiac Academy for Excellence (PAE) may also amend this plan based on academic and operational needs.

Preparedness Plan Assurances

The Pontiac Academy for Excellence 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.
- ✓ The District does not permit the academy to be used by licensed child-care providers.
- ✓ 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.

During Phase 1, 2 or 3, Pontiac Academy for Excellence primary mode of delivery will be through electronic devices (laptops, phones, tablets, etc.) All students will be provided with at least one Chromebook per family. Parents with more than two children will be issued a second Chromebook to support the virtual learning experience. Students and Parents will also be provided with basic school supplies such as paper, pencils, leveled reading books and grade level workbooks.

All K-12 teachers are expected to post two instructional videos as well as direct instruction two days per week to support the Michigan Common Core State Standards/Michigan Merit Curriculum. Teachers will include assessments through Google forms, Raz Kids, Illuminate and Study Island to monitor students’ progress. Parents can access instructional resources through Class Dojo, Class Tag, Google Classroom and the district website.

All K-12 remote learning platforms and resources are aligned to the Common Core State Standards will be made available through the District website.

Details are described in our **Continuity of Learning Plan and COVID 19 Response Plan.**

- 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. PAE will follow the **required and strongly recommended** components of the Michigan Safe Start Plan.

Face Coverings:

Pontiac Academy for Excellence will require facial coverings to be worn by staff at all times with the exception of eating. K-5 and special education teachers should consider wearing clear masks. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class. All 6th 12th grade students will wear face covering in their classrooms. Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE. PAE will supply mask coverings for students.

Face covering will be worn during the times listed below:

- During school transportation K-12 students, staff, and bus drivers must wear face covering.
- Facial coverings must always be worn in hallways and common areas by all staff and K-12 students in the building except for during meals.

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

Hygiene:

Pontiac Academy for Excellence is committed to providing hygiene protocols and training for our staff. We have processes in place to keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

The district will develop a communication plan and calendar to teach the skills listed below:

- Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- How to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene technique

To support these initiatives, paper towels, tissues, signs reinforcing proper handwashing techniques and hand sanitizing stations will be set up in multiple areas throughout the entire campus. Schedules will be created for handwashing with soap and water every 2-3 hours. In addition, a maintenance schedule that will systematically and frequently check and refill soap and hand sanitizers. An official tracker will be implemented, and progress monitored by the Operations Director, administration, and custodial team.

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

Cleaning:

Pontiac Academy for Excellence is committed to regularly sanitizing touched surfaces including light switches, doorknobs, benches, and other frequently used areas throughout the school day. Restrooms will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Each cleaning will be followed by official documentation for progress monitoring purposes. Staff will be required to wear gloves, surgical masks, and face shields when performing all cleaning activities. The Operations Director and custodial team will ensure the correct usage and safe storage of all cleaning and disinfectant products, including storing products securely away from children. Adequate ventilation will be closely monitored when staff use products. An official tracker will be implemented, and progress monitored by the Operations Director, administration, and custodial team.

The areas listed below will be placed on an ongoing cleaning schedule:

- Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. An official tracker will be implemented, and progress monitored by the Operations Director, administration, and custodial team.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. An official tracker will be implemented, and progress monitored by the Operations Director, administration, and custodial team. Playground structures will continue to undergo normal routine cleaning using an EPA-approved disinfectant is unnecessary. An official tracker will be implemented, and progress monitored by the Operations Director, administration, and custodial team.

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

Pontiac Academy for Excellence Athletics will be temporarily suspended. District/School Level consideration for the return of the Athletic Programs will resume after the Fall Season 2020.

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

Pontiac Academy for Excellence will cooperate with the Oakland County Public Health Department regarding implementing protocols for screening students, staff and visitors. A copy of the District's screening and exposure plan will be submitted to the County Health Department and reviewed monthly by the District Leadership Team.

Screening Students

- Parents are encouraged to take students' temperature daily prior to coming to school. Students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. COVID-19 student survey will be signed by parents in the K-5 students' planners. All students will be pre-screened prior to being allowed onto the school premises each day.
- Students with a temperature of 100.4 or greater will be redirected at the school entry, or from the class if symptoms arise during a school day and parents will be required to pick

up immediately with clear and concise directions on where and how to pick up the student and where to report for testing. They will be immediately provided with a surgical mask and quarantined in the PAE Elementary Conference Room for grades K-5 and in the PAE Secondary Computer Lab for grades 6-12 under the social distancing guidelines. From the time of identification of potential infection, the student will not be left unattended. Students will be supervised by an assigned staff person and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.

- The quarantine areas will be outfitted with appropriate PPE including gowns, face shields, N95 masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, and log sheet.
- The home school liaison will contact the student/family 1-2 times per week after removal until test results are provided and verified negative before the student can return to school.
- During the time of quarantine, the student will be asked to self-identify the location and the cohort of individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

Screening Staff / Visitors

- Each person who enters the PAE school site will be pre-screened for elevated temperatures prior to entry.
- Outside visitors will be allowed inside of the school premises **ONLY** in the cases of declared emergency cases as expressed and approved by the district or building level officials.
- Positive tests for staff and visitors will result in a required quarantine away from school for 14 days.
- All school staff/visitors will be required to conduct a health safety self-assessment at home prior to coming to the school. Each day staff/visitors will verify through a survey that they are safe to return to work. This will include taking their temperature and reporting this daily when signing in. See Staff Screening Checklist for Oakland County Michigan Health Division.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through E-services and to the building Principal.
- The human resources department will monitor **daily** staff attendance in E-Services and follow up with any symptomatic person to ascertain documentation prior to returning to work.

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

PAE will implement the **Required, Strongly Recommended and Recommended** Components for Testing Protocols from the State of Michigan's *Return to School Road Map* on (P. 25).

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

Pontiac Academy for Excellence will follow the requirements from the State of Michigan's Return to School Roadmap for student transportation services. Although transportation is temporarily suspended, we will follow the **required and strongly recommended** guidelines when we re-engage our transportation services.

Parents/Guardians must conduct at-home pre-screening prior to a student leaving for the bus stop.

- Families complete a prescreening tool for their student(s). If families answer "yes" to any symptom questions, they need to stay home and call their health care provider.
- If families indicate on the pre-screening form that they have been diagnosed with COVID-19, are waiting for test results, or were exposed to someone with COVID-19 within the last 14 days, they must contact their building principal as soon as possible and stay home

Students riding the bus:

- Every student is required to use the provided hand sanitizer installed on each bus before entering the vehicle.
- All students will be pre-screened for elevated temperatures prior to entry onto buses. Parents must be present and/or available for immediate pick up if students are found to be ill, exhibit a high temperature, or in case of an emergency.

Drivers and monitors

- Drivers and monitors will do all they can to maintain social distance between themselves and students while they are on the bus. If there is a monitor on the bus, they will always wear their face mask when transporting students.
- Each school will be required to develop a seating chart for students in all grades that will be implemented to help with social distancing and consistency of ridership tracking. Siblings shall share a seat if they are riding the same route.

Cleaning and Safety

- Buses will be cleaned and disinfected before and after every transit route. Students will not be on the bus during the cleaning. High touch surfaces such as the door handles, seat harnesses, windows, doors and grab handles will be cleaned frequently during the service day. This includes cleaning of any adaptive equipment used in transporting students to and from school.
- Weather permitting, windows will be open on the bus to promote air circulation.
- Students who become ill during the school day will not be allowed to ride the bus home. Per the PAE health safety plan, students will need to be picked up and transported home by the parent/guardian.

The parents of the students who sign up for transportation and are accepted will have to sign a "PAE Transportation Covid-19 Safety Compact" that will include **ALL** of the above expectations and requirements in order to be accepted into our transportation program.

Carpooling and Safe Routes to Schools Programs

- Carpooling is discouraged
- Walking and biking in family groups is encouraged. Each school is able to provide the best walk and bike routes as part of their Safe Routes to School Program.

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.

In the MI Safe Return to School for Phases 4 - 5, PAE families can choose to participate in the blended instructional model option OR they can choose to participate in the fully remote instructional model as described below. PAE will follow the **requirements and strongly recommended** components of the Michigan Safe Return to School for Phases 4-5 p. 30-32.

Pontiac Academy for Excellence will adopt a blended instructional model that consists of remote learning with face to face onsite and/or virtual teacher instructional supports throughout the school week. During blended learning, students will engage in a combination of live, virtual and self-paced instruction/learning with their teachers and peers, as well as independent, asynchronous activities throughout the school day. Our blended instructional model will be closely tracked and monitored on a month by month basis for the first semester pending the CDC, MDE and State of Michigan Recommendations and Guidelines for Schools as guidance to gradually increase face to face interactions.

In this model, students will receive two days of teacher facilitated, direct instruction remotely and three days of face to face and/or virtual instructional supports with their respective teachers. Teachers will employ best practices using remote curriculum aligned to the Michigan Common Core State Standards (K-12)/Michigan Merit Curriculum. In addition to the grade level instructional program, Pontiac Academy for Excellence will implement four days of onsite, open labs for students to partake in rotational time blocks for completion of their remote lessons. The open labs will support students who may need access to technology, teacher assistance, and/or just a quiet space to work on their lessons on non-direct instructional days. Academic intervention and Special Education Programs will align and follow the blended schedules remotely and face to face. Social distancing guidelines will be strictly adhered to for the face to face, onsite teacher and lab supports. Masks will be worn 100% of the time by all staff and students who enter PAE.

It is our goal and main priority to place the safety of our students, staff, families, and surrounding community in the safest conditions possible while continuing the learning process and academic support for our scholars.

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 p. 38*.

Health and Safety Precautions:

Pontiac Academy for Excellence will implement the **Requirements and Strongly Recommended** Components of the Michigan Safe Start Plan on P. 38. While in phases 4 and 5, when students are in-person:

Before the school day starts:

- At home pre-screening process and tool
- Social distancing during transportation to school (with additional protocols for bus riders)
- Protocols for safe arrival at school

During the school day:

Student face coverings for K – 12 will be mandated:

- During school transportation with the use of hand sanitizer upon entering the vehicle
- In hallways and common areas, except while eating meals.
- For students in K-5 when in close contact with teachers/students inside/outside of the classroom
- For students in 6-12 while in the classroom at all times

Enhanced hand hygiene, including regular hand washing and hand sanitizing at school entry, after playing outside, before the lunch period, and periodically throughout the day will be monitored and implemented as needed.

- Physical distancing in the classroom - desks spaced apart and facing in one direction
- Physical distancing in movement through the building - one-way traffic flow, distancing in lines
- Separation of children's belongings and no sharing of classroom materials
- Enhanced school cleaning protocols
- No indoor assemblies or other large group gatherings
- Mental and social emotional well-being supports
- A nursing and isolation room protocol for students who become ill at school with COVID-19 symptoms within a designated space on the 3rd floor of the PAE building.
- A nursing and isolation room protocol for students who exhibit symptoms upon entering the building will be designated according to grade level (elementary - lunchroom; secondary - computer room).

Additional protocols during in-person instruction:

- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Athletics compliance with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Enhanced school cleaning protocols.
- Safety protocols upon entering school including health screening for symptoms.
- Enhanced hygiene procedures at school to support healthy behaviors, including implementation of hand washing routine schedules and use of hand sanitizer upon entry and exit and before and after recess/lunch periods.
- Cooperation with the local public health department if a confirmed case of COVID-19 is identified.
- Social distancing measures are listed below
 - Staggered entry and exit
 - Desks spaced apart and facing forward
 - Single direction traffic in hallways
 - Transition spacing of 6 feet
 - No sharing of materials
- No indoor assemblies.
- Mental and social-emotional well-being activities and supports.

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*.

Pontiac Academy for Excellence will not exclude any protocols that are highly recommended.

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**.

Pontiac Academy for Excellence will not exclude any protocols that are highly recommended.

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

Date Submitted to State Superintendent and State Treasurer: