



International Academy
1020 E. Square Lake Rd
Bloomfield Hills, Michigan
48304-1957 USA
Telephone: 248.341.5900 Fax: 248.341.5959

“One of America’s Top Ranking High Schools”

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- U.S. News and World Report

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

August 12, 2020

Name of District: International Academy

Address of District: 1020 East Square Lake Road, Bloomfield Hills, MI 48302

District Code Number: 08403

Web Address of the District: www.iatoday.org

Name of Intermediate School District: Oakland Schools



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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)

Per Executive Order 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. The document serves as a single Assurance Document and Preparedness Plan.

The International Academy Preparedness Plan will be collected by Oakland Schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 13, 2020. Additionally, this Preparedness Plan will be posted on the IA website home page no later than August 13, 2020.

Preparedness Plan Assurances

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

- ✓ The IA assures that when it provides in-person instruction to its students without disabilities, the IA must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The IA assures that when schools are closed to in-person instruction, the IA 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.



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- ✓ The IA 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 IA, in collaboration with its consortium districts, 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 IA, in collaboration with its consortium districts, 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 IA, in collaboration with its consortium districts, 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 IA, in collaboration with its consortium districts, 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 IA, in collaboration with its consortium districts, 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 IA, in collaboration with its consortium districts, 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 IA, in collaboration with its consortium districts, 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.



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Development of the Preparedness Plan

Overview

On March 13, 2020, schools across Michigan closed to in-person learning as a result of the State of Emergency declared by Governor Gretchen Whitmer in response to the rate of illness caused by the Coronavirus Global Pandemic. The International Academy responded with its Continuity of Learning Plan implemented by its dedicated teachers and administrators. In addition, the IA distributed Chromebooks to families to those who needed one in order to support remote learning in an equitable manner.

On June 30, Governor Whitmer released [MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap](#) in collaboration with the COVID-19 Task Force on Education and the Return to School Advisory Council. The IA is a complex structure as a public magnet school comprised of 13 school districts spread across three campuses. Each campus is run and operated by its fiscal agent:

- East Campus: Troy School District
- Okma Campus: Bloomfield Hills School District
- West Campus: Huron Valley Schools

Therefore, each of our campuses relies on its fiscal agent to implement the protocols outlined in the Return to School Roadmap. The IA’s plan is designed for as much flexibility as possible in order to meet the requirements that each fiscal agent Board of Education approves.

Each of the fiscal agents assembled a team of staff members from across multiple disciplines to assist in the development of the district’s COVID-19 Preparedness and Response Plan. The committee divided into groups in parallel with the MI Safe Schools Roadmap, reviewing and making recommendations on hundreds of required, highly recommended and recommended actions. The committees relied upon information from the public health sector in assembling its recommendations.

Process

Over a three-week period the International Academy in conjunction with its fiscal agents of Huron Valley, Bloomfield Hills and Troy reviewed more than 300 required, strongly



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recommended and recommended actions put forth in the Governor’s plan--completing a matrix that numbers more than 99 pages. As required by Executive Order, the IA will submit a **COVID-19 Preparedness and Response Plan** to Oakland Schools by August 13, 2020. As part of each fiscal agent’s planning process, staff and parents have participated in opportunities to provide input and feedback to the Return to School Committee of Huron Valley, Bloomfield Hills and Troy School Districts, including the President of the Teacher Education Association of each district.

Acknowledgements

The International Academy wishes to sincerely thank the Return to School Committees of Huron Valley, Bloomfield Hills and Troy for their work in this ever-changing arena known as COVID-19. This committed group of school employees stepped forward to synthesize public health data and information, comb through the State’s recommendations, hold detailed discussions and reflect upon the significant challenges to safely opening each of the International Academy’s campuses. These dedicated volunteers worked tirelessly to bring forward recommendations based on a combination of science and practicality, always with the safety of students and staff in mind.

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 the Preparedness and Response Plan must include all of the following components:

- 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) 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.
- 3) 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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Plan for Phase 1, 2, or 3

If the International Academy is in Phase 1, 2, or 3 of the Michigan Safe Start Plan, it will be closed for in-person instruction.

Safety Protocols

- Across campuses, school employees and contractors are permitted to be physically present in school buildings for the purpose of conducting basic school operations, including food service assembly and distribution, remote live instruction, as determined by school administrators. Employees will need to complete a self-screening questionnaire and have permission from their building administrator prior to entering a campus facility.
- Each consortium school district’s Food Service and Transportation Department will activate a food service distribution system in support of families in need in the IA community.
- All IA school activities, including clubs, athletics and extracurricular activities, are suspended.
- All transportation services are suspended with the exception of food distribution activities.

Wellness

- IA, in collaboration with its fiscal agents, will activate its plan to address at-risk students to the appropriate building-level support teams.
- IA, in collaboration with its fiscal agents, will implement a mental health screening for all students in collaboration with a trained mental health professional; screening is compliant with HIPAA and FERPA
- IA, in collaboration with its fiscal agents, will establish and communicate to staff all guidelines for identification and rapid referral of at-risk students.
- IA, in collaboration with its fiscal agents, will provide all staff with timely, responsive and ongoing training/professional development, as well as needed tools.
- IA, in collaboration with its fiscal agents, will utilize its existing crisis management plan that leverages available internal and external /community-based resources , which will be activated as needed (e.g., loss of student, loss of school staff member).
- IA, in collaboration with its fiscal agents, will provide a list of wellness resources available to both staff and families that reference school and community wellness resources.



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- IA, in collaboration with its fiscal agents, will establish ongoing reporting protocols
- IA, in collaboration with its fiscal agents, will continue to leverage [MDE resources](#) for student and staff mental health and wellness support. student and staff mental health and wellness support.
- IA, in collaboration with its fiscal agents, will remain connected with the Michigan Department of Education regarding policies and guidance.
- IA, in collaboration with its fiscal agents will communicate with families through its regular school updates, return to school transition information

Instruction

- The IA, in collaboration with its three fiscal agents, will guide the instructional decisions. The IA’s plan is designed for as much flexibility as possible in order to meet the requirements that each fiscal agent Board of Education approves.
- The IA will implement its remote learning plan designed to engage students at all levels.
 - Clearly defined vision and high expectations (students and teachers) .
 - Rigorous learning environment consisting of learning facilitated by teachers within the remote classroom, independent learning expectations, and group work
 - engagement with peers through remote settings.
 - Defined schedules for teaching, learning, and intervention.
 - Canvas as the consistent learning platform in grades 9-12.
- Learning plans are consistent and comprehensive, and are embedded into each teacher’s Canvas classroom for easy access.
- Welcome Back professional learning for IA staff targeted toward Canvas (development, implementation, utilization), Social-Emotional Well-Being, and Anti-Racist teaching practices.
- Teachers will play a large role in assessing students in the fall to identify gaps and plan for instruction.
- Canvas videos that introduce families to his online Learning Platform will help provide opportunities for parents and families to engage in and promote a basic understanding of how to log in and engage. Virtual curriculum nights will also help support this.
- Intentionally implementing surveys of staff, students and parents to gain perceptual data.
- Guidance and support to the special education department on amendments to IEP’s.
- Special Education/admin must be diligent in ensuring IEP/504 goals are being executed



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properly from the start of the year. Time must be given to ensure classroom teachers understand and are able to accommodate goals.

- Data will be collected at each campus in which student participation will be logged.
- Teachers should expect building support teams to be checking the resource and supporting staff when students are not participating.
- An IA feedback system in place to provide timely/meaningful feedback to students and parents.
- Communication from the IA’s building administrators, counselors and teachers must be a part of the fabric of the school year.
- For those students who do not have a device, one will be provided.
- All students will have access to grade-level/course textbooks/resources as needed to complete their work.
- Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child.
- The IA will do everything it can to meet student/family needs and allow for full participation.
- Teachers/Staff will be expected to make weekly individualized contact with students and have two-way communication. Weekly seminars have been integrated into all instructional plans.
- Teachers will also communicate multiple times each week through the instructional platform (Canvas) with an emphasis on continuing to build relationships and maintain connections.
- The IA will encourage relationships between students through technology (virtual meetings, email), and group work
- Teachers will be accessible for synchronous instruction each day. Virtual meetings/office hours are allocated in each instructional plan.
- Teachers will monitor student access and assignment completion on a regular basis within the Canvas instructional platform.
- Teachers will provide feedback to students on assignments through the instructional platform as they are completed.
- Teachers will differentiate instruction within the platform to meet each student's needs.
- The plan will be communicated through email and posted on the IA’s website.
- The IA will ensure that the students have the appropriate materials and support to complete these courses.
- Teachers will use seminars and the instructional platform to monitor student wellness, engagement, and completion of assignments.



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- Teachers will also keep a record of communication with students and families.
- The IA will survey all parents to determine current mental health needs and provide an online form for parents/students to request support.
- Based on the survey results or form requests, counselors will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs.
- Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up.
- Principals will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.
- All athletic programming will be suspended until the region has maintained Phase V status for at least 28 consecutive days. At that point, consideration for resuming athletics for the next available sports season (fall, winter, spring) will be made by our consortium school districts.

Plan for Phase 4

If the International Academy is in Phase 4 of the Michigan Safe Start Plan, all students will attend school in either a face-to-face setting or a remote setting. All protocols required in the MI Safe Schools Roadmap are included in the IA’s plan based on the approved plan of each fiscal agent.

Safety Protocols

The International Academy, in collaboration with its consortium districts, will work closely with the Oakland County Health Division regarding protocols for screening students and staff and responding to confirmed cases of COVID-19.

Personal Protective Equipment

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all school to parent communications, all handbooks, all student orientations, and all staff orientations.
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school.



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- Building, grounds, and transportation signage will be prominent throughout each campus school facilities and will clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Students and staff will be required to wear face coverings at all times. Exceptions include while eating or while students are outside for recess or classroom instruction. While outside and not masked, students must practice social distancing.
- Disposable face coverings will be ordered and provided to every student and staff member when they are unable to supply their own. These will be placed on busses and in the classrooms.
- Clear face coverings will be provided to staff who request them.
- Disposable face coverings will be disposed of daily. Cloth face coverings will be washed daily. Families will be provided this information in multiple communications prior to the start of the school year and throughout the school year.
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.
- 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, graduate assistant, administrator, etc.) and asked to put the face covering on. The instance will be documented and a Restorative Practices approach will be used in each situation.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continued removals from the school building will result in permanent placement into remote instruction.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and the staff member’s Chief Human Resource Officer.
- Guests to the school building (presenters, guest teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

NOTE: U.S. Centers for Disease Control and Prevention Recommendations for the use of face coverings. [CDC calls on Americans to wear masks to prevent COVID-19 spread | CDC Online Newsroom](#)



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Personal Hygiene

- Hand sanitizer, hand sanitizer stations or a fixed handwashing station will be used by students and staff
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
 - Hand-washing schedule
 - Room and materials cleaning schedule
 - Teacher or graduate assistants will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash

Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, social media, and the like. Parents and caregivers will be asked to review and reinforce with their students.

Custodial staff will:

- Procure adequate soap, hand sanitizer, paper towels, tissues
- Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways
- Monitor hygiene supplies and refill as needed

Sharing school supplies will be limited

A list of these supplies will be generated as appropriate for each grade level and posted to the school website.

Cleaning

- District Level Administrators and Building Operations at each campus will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School



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Roadmap.

- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Every building will be sanitized daily with the use of a hospital-grade disinfectant.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the building foreman’s office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas throughout the day and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved, hospital-grade disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students’ desks everytime students exit the room. Desks/Tables at the secondary level will be cleaned following each class period with an EPA-approved, hospital-grade disinfectant.
- Training on cleaning materials and protocols will be provided to the staff the first week that staff report for in-person learning. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

Social distancing, Movement, Access

- As feasible, desks will be arranged facing the same direction toward the front of the classroom.
- As feasible, desks and tables will be spaced apart to the maximum allowable distance in classrooms.
- Efforts will be made to maintain six feet of distance between students in the hallways. Staggered movements at incremental intervals will be used if feasible.
- Staff will monitor arrival and dismissal to discourage congregating and ensure students move directly to classrooms.
- Where possible, physical education and other courses (ie. band) will be held outside and social distancing of six feet should be practiced.
- Family members and other guests are not allowed in school buildings except under extenuating circumstances, as determined by the building principal. Guests entering the building beyond the reception area will be screened for symptoms, wear facial coverings and wash/sanitize hands prior to entering. Strict records, including date and time, will be maintained of non-school employees.



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- Common signage will be posted in all buildings indicating proper social distancing, pedestrian traffic flow and masking requirements.

Screening protocols for students and staff

- Each campus will identify and designate a quarantine area for students who become ill at school. Students who become ill with symptoms of COVID-19 will be placed in the identified quarantine area with facial covering in place until they can be picked up. Identified school staff caring for these students will be required to wear an N95 mask.
- Symptomatic students sent home from school should be kept at home until they have tested negative or have completely recovered. (Insert Oakland County Health guidance here)
- Students who develop a fever or become with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff members should conduct daily self-examinations, including a temperature check, prior to coming to work. If staff exhibit any respiratory, or gastrointestinal symptoms, or have temperature of 100.4 or greater, they should stay home.
- Parents and guardians should check their child’s temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home.
- Parents and guardians should monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

Testing Protocols for Students and Staff

- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school should be kept 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 classroom and/or school to encourage closer observation for any symptoms at home.



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- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes 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.

Responding to Positive Cases

- IA staff will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.*
 - Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

*Note: schools will provide staff with guidance on 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.

Custodial staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

Food Service and Gatherings

- The Food Service Department will:
 - disinfect frequently touched surfaces with EPA-approved disinfectant after each lunch;
 - utilize PPE to serve food;
 - post signage and floor markings to indicate proper social distancing;
 - provide hand sanitizer for use before and after meals;



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- discontinue self-serve areas;
- limit the number of main courses available to reduce the number of students in line.
- Students will eat in a designated area maintaining social distancing to the greatest extent practicable.
- When possible, students at the high school can utilize outdoor seating during the lunch times. Students, teachers, and staff should wash or use hand sanitizer on their hands before and after every meal.
- Indoor assemblies that bring together students from more than one classroom are prohibited. Off-site field trips that require bus transportation to an indoor location are suspended.

Extracurricular Activities and Athletics

- All consortium district Athletic Departments will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any practice or event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight and conditioning facilities and physical conditioning activities that require shared equipment are suspended.
- Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Spectators are allowed at events provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

Cleaning

- Frequently touched surfaces, including light switches, doors, benches, and bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Custodial service employees will maintain a record of locations and times the areas are cleaned.
- 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



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- solution. These areas will be checked out through a building-use process and cleaned by the staff member responsible for the area during the indicated time.
- Student desks must be wiped down with an EPA-approved, hospital-grade disinfectant after every class period.
- The Maintenance & Operations Department at each campus 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 must wear gloves, surgical masks, and face shield when performing all cleaning activities.

Transportation

- Transportation at the IA is primarily accomplished through carpooling. At the West campus, students who reside in the Lakeland High School boundaries can take the bus to school in the morning. Additionally, there is one bus in Bloomfield Hills that picks up resident students at Bloomfield Hills High School in the morning only.
- Before returning to in-person learning, the Transportation Department at each fiscal agent will:
- Inventory buses, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- Address questions, such as:
 - How many buses are or could be made available in the district?
 - How much variation is there in the size and maximum capacity of buses in the district? Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).
- Audit bus drivers to determine who is considered in the high-risk population and who will be returning.
- How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)?
- How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Work closely with the Special Education Department to collaborate students’ IEPs.
- Carpooling: If a student becomes sick during the day, they must not use group transportation to return home. If a driver becomes sick during the day, they must follow protocols for sick staff and must not return to drive students.



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Medically Vulnerable Students and Staff

- All student plans (IEPs, 504s, etc.) will be reviewed to accommodate special healthcare needs to decrease their risk for exposure to COVID-19.
- Each fiscal agent in coordination with consortium districts will communicate with all families and staff to self-identify as high-risk for severe illness due to COVID-19 and will make accommodations, to the extent practical, to develop a plan for alternative learning or work arrangements.
- To the extent practical, each consortium district will enable staff who are high-risk for severe illness to minimize face-to-face contact and allow them to maintain a distance of six feet from others. IA administration and each fiscal agent will maintain consistent communication with the local bargaining units regarding any requests.

Wellness

- IA will use a systematic process to refer at-risk students to appropriate building-level support teams.
- IA will utilize its existing crisis management plan that leverages available internal and external/community-based resources, which will be activated as needed (e.g., loss of student, loss of a school staff member).
- Each fiscal agent will provide a list of wellness resources to both staff and students/families that reference school and community wellness.
- Each fiscal agent will establish ongoing reporting protocols through its regular staff newsletter for school staff to evaluate physical and mental health status.
- Each fiscal agent will provide resources for staff self-care.
- Each fiscal agent will continue to leverage MDE resources for student and staff mental health and wellness support.
- Each fiscal agent will communicate with families, through its regular district updates, 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
 - Positive self-care strategies that promote health and wellness

Instruction

The IA is providing two learning options for students--a face-to-face option provided in a five-day setting or hybrid setting, as well as a livestreaming option.

- Teaching/learning expectations must be clearly identified for both options.



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- Establish PD for staff to utilize Canvas and other tools, as well as PD around Social Emotional well-being

Emotional Well-Being and Anti-Racist teaching practices.

- Clear communication from each fiscal agent and the IA regarding phase 4 details and expectations (coffee hour, letters, videos, etc.)
- Limited parent access in buildings as much as possible (curbside pick up).
- Limit the amount of work submitted hard copy. It may be necessary to quarantine paper docs for 72 hours before handling.
- SEL emphasis must be in place during both synchronous and asynchronous learning.
- Parent/Teacher conferences can be held digitally to limit exposure.

Sample Daily/Weekly Schedule

The IA will have a school day time commitment very similar to traditional school times. Attendance will be taken on a regular basis. The day will be a mix of live teacher instruction, online resources, individual work, and small group instruction. A tentative daily/weekly schedule has been developed. Click the link below to view sample schedules.

[IA REMOTE SCHEDULE](#)

Communications and Family Support

- The Communication Department at each campus will implement communication systems to reach every family and student through multiple modes (e.g., emails, robo calls, social media platforms) to share:
 - expectations around their child’s return to school;
 - information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
 - plans for each of the different school opening scenarios.
- The IA will provide resources that demonstrate the value parents as partners have in their child’s education. Offer family supports that provide families with:
 - training about how to access and use Canvas
 - supports and resources for families to use at home, opportunities to build their digital literacy, and strategies to support their child’s learning at home.



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Operations

- Each fiscal agent has a system in place to audit all necessary cleaning and disinfecting supplies.
- The Maintenance and Operations Department at each fiscal agent will prepare and maintain facilities for in-person school operations.
 - Custodial staff will conduct a deep cleaning of each district facility.
 - The Operations Department will check HVAC systems at each building to ensure that they are running efficiently. Air filters will be changed regularly.
- Each fiscal agent has audited all school buildings with a focus on:
 - how many classrooms are available;
 - the size of each classroom; and
 - additional spaces that are available (e.g., gym, lunchroom, auditorium).
- Prior to the start of the school year, building principals will conduct and document a facility walk-through with the custodial staff to ensure that the classrooms, common spaces, and the exterior are ready for staff and students and that there is clarity on cleaning expectations.
- Custodial services will activate cleaning and disinfection protocols if in-person instruction is suspended. Maintain facilities for resumption of school operations.
- All classrooms will be audited to ensure proper ventilation.
- Advanced training will be conducted for custodial staff.
- The high school principal will ensure that school security personnel are updated on expectations related to interactions with the general public.

Budget, Food Service, Enrollment, and Staffing

- Building principals will implement arrival and departure procedures that limit a large number of students from gathering.
- Prior to the IA returning to in-person learning, families will select in-person learning or livestreaming.
- The Human Resources Department of each consortium district will develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return)
- The Human Resources Department of each consortium district, in conjunction with IA administration, will assess current support staff and determine how they could be redeployed during a suspension of in-person instruction to serve core needs.
- Each fiscal agent Human Resources Department will inventory how many substitute teachers are available.
- Each consortium district in conjunction with the IA will continue to recruit, interview, and hire new staff as needed.
- Policy changes relative to attendance and graduation requirements will be presented to the Joint Steering Committee.



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- Each consortium district is using the CARES Act funding for other activities that are necessary to maintain operations and meet the requirements of the MI Safe Schools Roadmap.
- Building principals will modify master schedules, finalize arrival/dismissal procedures, lunch schedules, and bell schedules with safety protocols in mind.
- Fiscal agent administration has been in regular contact with legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and will share with school leaders.
- Fiscal agent administration will continue to engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.

Technology

The Technology Department at each campus will...

- Assess the condition of devices and support any student and/or family needing support with connectivity or devices. The IA is prepared to distribute devices and will work with each consortium district to support hotspots needs.
- Designate a single point of contact in each school to plan and communicate with district technology teams. The media specialist in each building will serve as the building point of contact.
- Implement district-wide procedures for return and inventory of district-owned devices
The procedures include:
 - safely bagging devices collected at schools;
 - sanitizing the devices prior to a repair or replacement evaluation;
 - ordering accessories that may be needed; and
 - conducting prepared maintenance routines to remove malware and fix standard --issues including screen, keyboard, or battery replacement.
- Initiate the on-site triage system (from the spring closure) of staff and student devices to minimize the time that staff may be without a device.
- Evaluate and maintain all technology infrastructure (WiFi, networks). ○ Develop a technology support plan for families..
- Continue infrastructure evaluations until all issues are resolved.

Transportation

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- How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Work closely with the Special Education Department to collaborate students’ IEPs.

Excluded Protocols

After considering all the protocols that are strongly recommended in the Return to School Roadmap, the following will not be included in the Phase 4 Plan:

- Facial coverings should be considered for preschool students.
- Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Activate hybrid learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. Consult MDE for high-quality digital resources.

Plan for Phase 5

If the IA is in Phase 5 of the Michigan Safe Start Plan, all students will attend school in either a face-to-face setting or remote option. All protocols required in the MI Safe Schools Roadmap are included in the district’s plan.

Safety Protocols



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The IA will work closely with the Oakland County Health Division regarding protocols for screening students and staff and responding to confirmed cases of COVID-19.

Personal Protective Equipment

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in each fiscal agent and IA’s communication to parent/guardians, students and staff
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom when school resumes in-person.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 15)
- Students and staff will be required to wear face coverings at all times. Exceptions include while eating or while students are outside for recess or classroom instruction. While outside and not masked, students must practice social distancing.
- Disposable face coverings will be ordered and provided to every student and staff member when they are unable to supply their own. These will be placed on busses and in the classrooms.
- Clear face coverings will be provided to staff who request them.
- Disposable face coverings will be disposed of daily. Cloth face coverings will be washed daily. Families will be provided this information in multiple communications.
- prior to the start of the school year and throughout the school year.
- Individuals (staff or students) who claim medical exemption will need to meet with their home high school and fiscal agent campus Health Safety Team/Principal/School Nurse to provide rationale and documentation.
- 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, graduate assistant, administrator, school safety staff, etc.) and asked to put the face covering on. The instance will be documented.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continued removals from the school building will result in permanent placement into remote instruction.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and their respective district Chief Human Resource Officer.
- Guests to the school building (presenters, guest teachers, etc) will be issued a



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disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator.

- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

NOTE: U.S. Centers for Disease Control and Prevention Recommendations for the use of face coverings. [CDC calls on Americans to wear masks to prevent COVID-19 spread | CDC Online Newsroom](#)

Personal Hygiene

- Hand sanitizer, hand sanitizer stations or a fixed handwashing station will be used by students and staff
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
 - Hand-washing schedule
 - Room and materials cleaning schedule
 - Teacher or graduate assistants will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash

Cleaning

- District Level Administrators and Building Operations at each campus will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the



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- EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Every building will be sanitized daily with the use of a hospital-grade disinfectant.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the building foreman’s office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas throughout the day and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved, hospital-grade disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students’ desks everytime students exit the room. Desks/Tables at the secondary level will be cleaned following each class period with an EPA-approved, hospital-grade disinfectant.
- Training on cleaning materials and protocols will be provided to the staff the first week that staff report for in-person learning. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.
- Training on cleaning materials and protocols will be provided to the staff before returning for in-person instruction. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

Social distancing, Movement, Access

- As feasible, desks will be arranged facing the same direction toward the front of the classroom.
- As feasible, desks and tables will be spaced apart to the maximum allowable distance in classrooms.
- Efforts will be made to maintain six feet of distance between students in the hallways. Staggered movements at incremental intervals will be used if feasible.
- Staff will monitor arrival and dismissal to discourage congregating and ensure students move directly to classrooms.
- Where possible, physical education and other courses (ie. band) will be held outside and social distancing of six feet should be practiced.
- Family members and other guests are not allowed in school buildings except under extenuating circumstances, as determined by the building principal. Guests entering the building beyond the reception area will be screened for symptoms, wear facial coverings and wash/sanitize hands prior to entering. Strict records, including date and time, will be maintained of non-school employees.



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- Common signage will be posted in all buildings indicating proper social distancing, pedestrian traffic flow and masking requirements.

Screening protocols for students and staff

- Each campus will identify and designate a quarantine area for students who become ill at school. Students who become ill with symptoms of COVID-19 will be placed in the identified quarantine area with facial covering in place until they can be picked up. Identified school staff caring for these students will be required to wear an N95 mask.
- Symptomatic students sent home from school should be kept at home until they have tested negative or have completely recovered. (Insert Oakland County Health guidance here)
- Students who develop a fever or become with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff members should conduct daily self-examinations, including a temperature check, prior to coming to work. If staff exhibit any respiratory, or gastrointestinal symptoms, or have temperature of 100.4 or greater, they should stay home.
- Parents and guardians should check their child’s temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home.
- Parents and guardians should monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

Testing Protocols for Students and Staff

- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school should be kept 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 classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six



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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.

Responding to Positive Cases

- IA staff will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.*
 - Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

*Note: Each fiscal agent will provide staff with guidance on 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.

Custodial staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

Food Service and Gatherings

- The Food Service Department will:
 - disinfect frequently touched surfaces with EPA-approved disinfectant after each lunch;
 - utilize PPE to serve food;
 - post signage and floor markings to indicate proper social distancing;
 - provide hand sanitizer for use before and after meals;
 - discontinue self-serve areas;
 - limit the number of main courses available to reduce the number of students in line.



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- Students will eat in designated areas and will maintain social distancing to the greatest extent practicable.
- When possible, students can utilize outdoor seating during the lunch times. Students, teachers, and staff should wash or use hand sanitizer on their hands before and after every meal.
- Indoor assemblies that bring together students from more than one classroom are prohibited. Off-site field trips that require bus transportation to an indoor location are suspended.

Extracurricular Activities and Athletics

- All consortium district Athletics Departments will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any practice or event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight and conditioning facilities and physical conditioning activities that require shared equipment are suspended.
- Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Spectators are allowed at events provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

Cleaning

- Frequently touched surfaces, including light switches, doors, benches, and bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Custodial service employees will maintain a record of locations and times the areas are cleaned.
- 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
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Emotional Well-Being and Anti-Racist teaching practices.

- Clear communication from each fiscal agent and the IA regarding phase 4 details and expectations (coffee hour, letters, videos, etc.)
- Limited parent access in buildings as much as possible (curbside pick up).
- Limit the amount of work submitted hard copy. It may be necessary to quarantine paper docs for 72 hours before handling.
- SEL emphasis must be in place during both synchronous and asynchronous learning.
- Parent/Teacher conferences can be held digitally to limit exposure.

Sample Daily/Weekly Schedule

The IA will have a school day time commitment very similar to traditional school times. Attendance will be taken on a regular basis. The day will be a mix of live teacher instruction, online resources, individual work, and small group instruction. A tentative daily/weekly schedule has been developed. Click the link below to view sample schedules.

[IA Remote Learning Schedule](#)

Communications and Family Support

- The Communication Department at each campus will implement communication systems to reach every family and student through multiple modes (e.g., emails, robo calls, social media platforms) to share:
 - expectations around their child’s return to school;
 - information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
 - plans for each of the different school opening scenarios.
- The IA will provide resources that demonstrate the value parents as partners have in their child’s education. Offer family supports that provide families with:
 - training about how to access and use Canvas
 - supports and resources for families to use at home, opportunities to build their digital literacy, and strategies to support their child’s learning at home.

Operations

- Each fiscal agent has a system in place to audit all necessary cleaning and disinfecting supplies.
- The Maintenance and Operations Department at each fiscal agent will prepare and maintain facilities for in-person school operations.
 - Custodial staff will conduct a deep cleaning of each district facility.



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- The Operations Department will check HVAC systems at each building to ensure that they are running efficiently. Air filters will be changed regularly.
- Each fiscal agent has audited all school buildings with a focus on:
 - how many classrooms are available;
 - the size of each classroom; and
 - additional spaces that are available (e.g., gym, lunchroom, auditorium).
- Prior to the start of the school year, building principals will conduct and document a facility walk-through with the custodial staff to ensure that the classrooms, common spaces, and the exterior are ready for staff and students and that there is clarity on cleaning expectations.
- Custodial services will activate cleaning and disinfection protocols if in-person instruction is suspended. Maintain facilities for resumption of school operations.
- All classrooms will be audited to ensure proper ventilation.
- Advanced training will be conducted for custodial staff.
- The high school principal will ensure that school security personnel are updated on expectations related to interactions with the general public.

Budget, Food Service, Enrollment, and Staffing

- Building principals will implement arrival and departure procedures that limit a large number of students from gathering.
- Prior to the IA returning to in-person learning, families will select in-person learning or livestreaming.
- The Human Resources Department of each consortium district will develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return)
- The Human Resources Department of each consortium district, in conjunction with IA administration, will assess current support staff and determine how they could be redeployed during a suspension of in-person instruction to serve core needs.
- Each fiscal agent Human Resources Department will inventory how many substitute teachers are available.
- Each consortium district in conjunction with the IA will continue to recruit, interview, and hire new staff as needed.
- Policy changes relative to attendance and graduation requirements will be presented to the Joint Steering Committee.
- Each consortium district is using the CARES Act funding for other activities that are necessary to maintain operations and meet the requirements of the MI Safe Schools Roadmap.
- Building principals will modify master schedules, finalize arrival/dismissal procedures, lunch schedules, and bell schedules with safety protocols in mind.
- Fiscal agent administration has been in regular contact with legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and will share with school leaders.



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- Fiscal agent administration will continue to engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.

Technology

The Technology Department at each campus will...

- Assess the condition of devices and support any student and/or family needing support with connectivity or devices. The IA is prepared to distribute devices and will work with each consortium district to support hotspots needs.
- Designate a single point of contact in each school to plan and communicate with district technology teams. The media specialist in each building will serve as the building point of contact.
- Implement district-wide procedures for return and inventory of district-owned devices
The procedures include:
 - safely bagging devices collected at schools;
 - sanitizing the devices prior to a repair or replacement evaluation;
 - ordering accessories that may be needed; and
 - conducting prepared maintenance routines to remove malware and fix standard --issues including screen, keyboard, or battery replacement.
- Initiate the on-site triage system (from the spring closure) of staff and student devices to minimize the time that staff may be without a device.
- Evaluate and maintain all technology infrastructure (WiFi, networks). ○ Develop a technology support plan for families..
- Continue infrastructure evaluations until all issues are resolved.

Transportation

- Transportation at the IA is primarily accomplished through carpooling. At the West campus, students who reside in the Lakeland High School boundaries can take the bus to school in the morning. Additionally, there is one bus in Bloomfield Hills that picks up resident students at Bloomfield Hills High School in the morning only.
- Before returning to in-person learning, the Transportation Department at each fiscal agent will:
- Inventory buses, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- Address questions, such as:
 - How many buses are or could be made available in the district?
 - How much variation is there in the size and maximum capacity of buses in the district? Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).
-



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- Audit bus drivers to determine who is considered in the high-risk population and who will be returning.
- How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)?
- How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Work closely with the Special Education Department to collaborate students’ IEPs.
- Carpooling: If a student becomes sick during the day, they must not use group transportation to return home. If a driver becomes sick during the day, they must follow protocols for sick staff and must not return to drive students.

Excluded Protocols

After considering all the protocols that are strongly recommended in the Return to School Roadmap, the following will not be included in the Phase 4 Plan:

- Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Activate hybrid learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. Consult MDE for high-quality digital resources.

Final Steps for Submission

IA will submit a single completed Assurance Document and Preparedness Plan to its Board of Education in time for approval by August 10.

Date of Approval by the Joint Steering Committee: August 12, 2020

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



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**Link to the approved Plan posted on the District/PSA/nonpublic school website:
www.iatoday.org**

www.iatoday.org

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 Leader Submitting Plan: Lynne Gibson, Principal

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

Date Submitted to State Superintendent and State Treasurer: To be completed by ISD Superintendent