

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

7.23.20

Name of District: Wayne County RESA (WCRESA)

Address of District: 33500 Van Born Rd, Wayne, MI 48184

District Code Number: 82000

Web Address of the District: <http://www.resa.net>

Name of Intermediate School District: Wayne County Regional Educational Service Agency

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

WCRESA agrees to meet all of the following requirements of Executive Order 2020-142 by assuring:

- ✓ When it supports in-person instruction to staff serving students without disabilities, the districts must also support in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ When schools are closed to in-person instruction, WC 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 support 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.
- ✓ That while any state of emergency or disaster related to the COVID-19 pandemic continues, WCRESA shall support local districts as they 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.
- ✓ That it shall, to the extent practicable and necessary, support programs as they 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.
- ✓ 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 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) Support families in locating food for distribution to children or their families. (c) Supporting any state efforts in helping families connect to licensed child-care providers that follow all emergency protocols identified by the state.
- ✓ That during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of WCRESA 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.
- ✓ That in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will support families in locating food distribution sites.
- ✓ That during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit programs that offer indoor assemblies or gatherings that bring together students from more than one classroom.
- ✓ Cooperation with the local public health department if a confirmed case of COVID-19 is identified. WCRESA 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.

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.

The WCRESA early childhood services are provided in contractual agreements through providers in all of our grant funded programs. Early On, Early Childhood Block Grant, Great Start Collaborative and the Great Start Parent Coalition will extend the WCRESA submitted Continuity of Learning Plan from the 2019-2020 school year into the 2020-2021 school year starting July 1, 2020. The plan will be fully implemented with the following modifications:

- Early on Agencies/Districts and GSRP subrecipients will interview and consult with eligible families to determine their comfortability with the following:
 - A) In-person services
 - B) Skillset and ability to use online virtual meeting platforms
 - C) Family’s access to the internet, and
 - D) Needs for borrowing or securing equipment to participate fully using a virtual platform.
- WCRESA appointed Deputy Superintendent, Steve Ezikian, as the liaison to meet weekly with the Wayne County Health Department and work in collaboration on decisions that will be made regarding the ability to return to in-person services. All WCRESA staff will use the liaison services to funnel questions from program teaching teams, administrators, home visitors and consultants to the health department for guidance on appropriate implementation of best practices for safe children, staffing and building operations.
- This plan outlines key areas where WCRESA supports its 33 local districts, over 100 public school academies and 52 community based organizations that are responsible for providing the direct services to the young children enrolled in our grant funded early childhood programming.

- B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:
1. **Face coverings** (p. 22)
 - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
 - i) All staff and all students in grades preK-12 when on a school bus.
 - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.

- v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Please describe how you would implement the requirements and recommendations for **Personal Protective Equipment**.

Required by the Roadmap:

Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

Any staff member who cannot medically tolerate a facial covering must not wear one.

Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- *PreK-5 and special education teachers should consider wearing clear masks.*
- *Homemade facial coverings must be washed daily.*
- *Disposable facial coverings must be disposed of at the end of each day.*

Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation.

Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.

Any student that is unable to medically tolerate a facial covering must not wear one.

Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

WCRESA Implementation Plan:

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all communications with families, agency staff, and during all staff meetings. When working in person, all staff will be required to wear masks. In addition, gloves, gown and face shield may be used when necessary due to the health and safety needs of our children/families. Any alterations to the plan will be made on a case by case basis.
- Staff and families will be provided communications via website and email on the latest released information provided by the CDC or the Wayne County Health Department as it becomes available on the COVID-19 disease. WCRESA staff and staff working directly with children are required to receive or participate in training on the appropriate use of PPE and how to wear it in the building. Families will be educated on the use of PPE.
- Families receiving home visits will be required to agree and follow safety policies to ensure the health and safety of all staff before in-person services can resume. This protects the family and staff dually.
- Building and grounds signage prominently identifies throughout all facilities who is required to wear a face covering in each designated area of the building and grounds.
- Face coverings will be ordered and provided to all staff members. There will be disposable masks on site for those who do not have one.
- Clear face coverings may be provided as available to staff that are addressing deaf and hard of

hearing children/families, or children with speech and language needs and young children. If clear masks can be obtained they will be provided to staff.

- Individual staff and families that have documented medical concerns will be accommodated and not required to wear masks.
- Infants and toddlers will not be required to wear face coverings. Children ages 4 and up will be required to wear a facial covering in common areas, but not in the classroom.
- Guests to the building (presenters, agency staff, vendors, etc.) will be issued a disposable face covering upon entering the building and will be instructed to wear the face covering at all times.
- Home visitors will be instructed to change face coverings in between each home visit.

2. Hygiene

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

Please describe how you would implement the requirements and recommendations for **Hygiene**.

Required by the Roadmap:

Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

Educate staff and students on 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 techniques.

Systematically and frequently check and refill soap and hand sanitizers.

Students and teachers must have scheduled handwashing with soap and water every 2-3 hours. Limit sharing of personal items and supplies such as writing utensils.

Keep students' personal items separate and in individually labeled cubbies, containers, or lockers. Limit use of classroom materials to small groups and disinfect between uses, or provide adequate supplies to assign for individual student use.

Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

WCRESA Implementation Plan:

- Office areas and conference rooms will be supplied with fixed or portable hand sanitizers.
- Supplies (paper towels, soap, hand sanitizer, tissues, and trash receptacles) will be checked daily and restocked.
- Staff will contact the building services department immediately if supplies run out during the work day.
- Staff will support teachers in instructing children/families in the classroom and on home visits of the following:
 - proper hand washing
 - how to cough and sneeze into their elbows
 - to cover with a tissue
 - dispose of tissue in the trash
 - hand wash after use of tissue
- Staff will support early childhood programs by providing developmentally appropriate mitigation strategies including hand washing and sneezing. These will be communicated to families on

home visits, virtual visits, via newsletters, social media, RESA website and Great Start Collaborative website. Parents and caregivers will be asked to review and reinforce with their children.

- Building Services staff will adhere to a robust pre-determined cleaning schedule and perform the following:
 - Procure adequate soap, hand sanitizer, paper towels, and tissues for the building.
 - Ensure signage related to cleaning and hygiene strategies are posted prior to anyone entering the building in each restroom, throughout the hallways, and meeting rooms. Posters are available in multiple languages and can be found on the following CDC website: <https://www.cdc.gov/handwashing/posters.html>
 - Monitor hygiene supplies and refill as needed daily.
 - Fill hand sanitizing stations when needed.
 - Staff will be trained and required to sanitize their work station twice a day.
- Sharing materials and supplies will be discouraged. Any common items that are shared will be cleaned prior to the next usage.
- Home visitors are encouraged to sanitize hands before and after each home visit.

Please describe how you would implement the requirements and recommendations for **Spacing, Movement, and Access**.

Required by the Roadmap:

Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

In classrooms where large tables are utilized, space students as far apart as feasible.

As feasible, arrange all desks facing the same direction toward the front of the classroom. Teachers should maintain six feet of spacing between themselves and students as much as possible.

Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.

Post signage to indicate proper social distancing.

Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.

Provide social distancing floor/seating markings in waiting and reception areas.

Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

WCRESA Implementation Plan:

- Signage will be posted throughout the building, on the floors and on restroom doors reminding staff and guests of the physical distance requirement.
- All adult guests entering the building will complete a self-reported health screening, wear a face covering, and wash/sanitize hands while in the lobby.
- Strict records, including date and time, will be kept of employees and other visitors entering and exiting the building.
- Entrances to buildings are locked. Employees must use badge to gain access.
- Visitors will be required to follow strict entrance protocols.

3. Cleaning

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

Please describe how you would implement the requirements and recommendations for **Cleaning**.

Required by the Roadmap:

Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.

Ensure safe and correct use and storage of cleaning and disinfectant 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.

WCRESA Implementation Plan:

- Building Services and Human Resources meet regularly to review all guidance related to cleaning and disinfecting of buildings. They review building operations to ensure it is compliant with the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- Cleaning supplies will be inventoried to ensure compliance with the EPA-approved solutions related to COVID.
- Cleaning contractors will be provided spray bottles with EPA-approved disinfectant solution, paper towels, face shield and gloves in order to address new cleaning protocols. Cleaning contractors must wear gloves, a mask and face shield when cleaning.
- Cleaning contractors will wipe all high frequency usage areas and will document the time and date performed.
- Cleaning contractors will wipe down tables as needed with a cleaner that is EPA-approved disinfectant solution. This must occur on regular schedules no longer than two hours in time. Locked storage units with ventilation for cleaning materials will be available for all staff as needed.
- A training on cleaning materials and protocols will be provided to staff. This training will show the use of PPE when cleaning, protocols, and storage of cleaning materials.

Please describe how you would implement the requirements and recommendations for **Food Service, Gathering, and Extracurricular Activities**.

Required by the Roadmap:

Prohibit indoor assemblies that bring together students from more than one classroom.

Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.

If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students. Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.

Students, teachers, and food service staff should wash hands before and after every meal. Students, teachers, and staff should wash hands before and after every event.

Large scale assemblies of more than 50 students are suspended.

Off-site field trips that require bus transportation to an indoor location are suspended.

Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.

If possible, school-supplied meals should be delivered to classrooms with disposable utensils.

If possible, schools should offer telecasting of assemblies and other school-sanctioned events.

Extracurricular activities may continue with the use of facial coverings.

- WCRESA will support programs serving food to children with guidance and protocols that emphasize safe food handling.
- WCRESA and the Michigan Department of Education Office of Great Start support suspending family style meals during phase 4 and 5. Subrecipients will follow this protocol for all 450 GSRP classrooms in Wayne County.
- WCRESA supports programs as they assist families in locating and receiving food from local food distribution sites.

4. Athletics

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

- N/A for WCRESA Early Childhood Programs

5. Screening

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

Please describe how you would implement the requirements and recommendations for **Screening Students and Staff**.

Required by the Roadmap:

Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.

Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up.

Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

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

WCRESA Implementation Plan:

- WCRESA appointed the Deputy Superintendent, Steve Ezikian, to be the liaison who will collaborate weekly with the Wayne County Health Department on all guidance related to in-person services, identification of symptoms, and positive cases, and training/support on PPE.

- Staff will adhere to the best practices and protocols provided by the health departments, CDC, LARA, DHHS guidance and World Health Organization (WHO).
- When a family member has tested positive for COVID-19, the teaching teams or home visitors, in conjunction with the health department, will provide ongoing guidance to the family about the length of time before in-person services can resume.
- Human Resources Department will work confidentially with any staff who have been exposed or contracted COVID-19 and help them on establishing a return to work plan.
- During the time of quarantine, the staff and families will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. This information will be provided to the health department at the time of their call to assist in contact tracing.
- The health department will guide us on sending the required communications to those contacted only after identification of a positive case.
- All staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through an assurance statement that they are aware of their responsibilities to wear PPE, take their temperature prior to coming to work daily, social distance requirements and the need to report suspected symptoms.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the Human Resources Department. Human Resources will assist the staff member to direct them where, when, and how to get tested and report results.
- Positive tests for staff members will result in a required quarantine. The employee will work with Human Resources to receive approval to return to work.

6. Testing

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

Please describe how you would implement the requirements and recommendations for **Testing Protocols for Students and Staff, and Responding to Positive Cases**.

Required by the Roadmap:

Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.

Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

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

WCRESA Implementation Plan:

- WCRESA appointed the Deputy Superintendent, Steve Ezikian, to be the liaison who will collaborate weekly with the Wayne County Health Department on all guidance related to in-person services, identification of symptoms, and positive cases, and training/support on PPE.
- The staff, in conjunction with the health department, will provide ongoing guidance to the family about the length of time before home visits and classroom attendance may resume safely for all parties after a positive case of COVID-19 has been identified.

- Home visits must cease when a positive case has been identified within the family's home or the provider's home.
- Programs will make decisions in conjunction with appropriate health officials on closing of sites, sanitation protocols after confirmed case of Covid-19 has been reported.
- Decisions on reopening a classrooms and resuming home visits will be consistent with the phase 4-5-6 definitions on the previously filed and website posted Roadmap spreadsheets.
- During quarantine, the staff and families will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. This information will be provided to the health department at the time of their call related to contact tracing.
- The health department will guide our programs on communicating with those exposed to a positive COVID-19 case.
- All staff will be required to conduct a health safety self-assessment at home prior to coming to work. They will verify through an assurance statement the following:
 - A) An awareness of their responsibilities to wear PPE
 - B) Knowledge they are required to take their own temperature prior to coming to work daily
 - C) Understanding that they are mandated to social distance, and
 - D) They will report suspected symptoms.
- WCRESA supports programs in leading professional learning experiences for staff and families on the following:
 - A) Understanding COVID-19 symptoms,
 - B) Making trauma informed decisions related to exposure, illness, and death of caregivers and family members
 - C) Sanitization and cleaning practices for all our educational environments, and
 - D) Age appropriate testing protocols for children newborn to age 8.
- In cases where children are demonstrating symptoms, the child will be quarantined, and the family will be contacted with instructions to seek medical attention.

7. Busing and Student Transportation

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

Please describe how you would implement the requirements and recommendations for **Busing and Student Transportation**.

Required by the Roadmap:

Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.

The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.

Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.

Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.

Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

Create a plan for getting students home safely if they are not allowed to board the vehicle.

If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

- WCRESA Early Childhood Programs transporting children will adhere to LARA Guidance, Michigan Department of Education requirements, and local district and agency safety protocols as defined in the accompanying spreadsheet delineated by the appropriate Phase.
 - A) Seating to ensure social distancing
 - B) Sanitizing seats and areas young children reach and touch
 - C) Masks worn by all staff and children
 - D) Windows down in good weather to support ventilation
 - E) Staffing ratios will be followed so children are appropriately supported

Please describe how you would implement the requirements and recommendations for **Medically Vulnerable Students and Staff**.

Required by the Roadmap:

Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

WCRESA Implementation Plan:

- WCRESA will support program staff as they develop classroom schedules to meet the needs of each child served on a case-by-case basis. They will allow flexibility in start and end times of day ensuring children have adequate time to fully participate in all aspects of the funded programming.
- The Early On program staff will amend IFSPs, when required, to address family and child needs related to mental health.
- IFSPs will be written to support progress toward outcomes of eligible 0-3 year old children as identified by the family and evaluation results.
- Any staff member identifying as medically vulnerable will provide documentation to their supervisor or Human Resource Department so appropriate accommodations to allow full and safe work performance may be explored.

Please describe how you would implement the recommendations for **Mental & Social-Emotional Health**.

WCRESA advocates for the wellbeing of its staff, funded program employees, contractors, families served, children enrolled and the communities we touch. We collaborate to help ensure high quality services are available in all the domains of learning, especially during this pandemic in the areas of mental and social-emotional health. This affective domain is a critical, foundational piece to the success of families and staff involved in our early childhood funded programs.

Building and Implementation Plan:

- WCRESA staff are offered Employee Assistance Program (EAP) services as a benefit. Staff receive contact information directly from Human Resources. It is a confidential service to help

support staff in challenging times and to provide access to professionals to help with the employee and their families identified needs.

- MDE resources will be utilized with staff when applicable. [MDE COVID-19 Social and Emotional Learning Resources](#))
- Ongoing support will be provided to staff to address:
 - Use of remote platforms for services
 - Self-care
 - Utilizing PPE
 - Understanding COVID
 - Adverse Childhood Experiences (ACE) and resiliency
- Ongoing communication will be shared with families through the use of REMIND, social media, newsletters and website from WCRESA, Wayne County Health Department, CDC and the WHO, related to the COVID virus.
- Mental health agencies are key partners in providing direct services to our Early On, Early childhood Block Grant home visiting program, GSRP sites, Head Start centers, and Great Start Collaborative members and Parent Coalition.
- Starfish Family Services, The Guidance Center, Development Center Inc., are regionally available to families in the communities they serve. All are partners or subrecipients of funds directly from WCRESA.
- Contact information and referrals are provided to families to assist them in connecting to resources related to mental health support.

Instructional Governance

The Great Start Collaborative, Great Start Readiness Program Advisory Council, LICC and Early Childhood 0-3, Preschool Special Education focus groups will meet virtually to discuss the return to in-person services and to develop and revise plans on an ongoing basis. These groups include the Director of Early Childhood Services, Early On Coordinator/Special Ed Consultant, Great Start Collaborative Director, Preschool Special Education Supervisors, WCHHS representative, Home Visiting providers, early childhood specialists, owners and directors of child care centers, and parents. These groups will meet virtually in phase 4 and 5, or in person on a monthly or as needed basis.

- Each program is encouraged to receive feedback from enrolled families regarding in-person services and technology needs to gauge family needs as we enter the 2020 school year. Results from the survey will be analyzed by the governance team to help inform the development of the plan, paying special attention to equity and access.
- The final Preparedness Plan will be posted on the WCRESA website. The information provided in the plan supports steps that will be taken to return to safe in-person services.
- WCRESA Early On/Special Education Consultant attends MDE/EOTTA virtual meetings to update programs on policies and guidance.
- WCRESA Director of Early Childhood Services attends MDE Office of Great Start virtual advisory meetings to update programs on policies and guidance.

Please describe how you would implement the recommendations for **Instruction (Home Visiting Services)**.

- WCRESA supports early childhood grant funded programs as they provide hybrid instruction, activities and services, including face-to-face and virtual meetings, home visits, playgroups, and initial intake assessments. The service delivery model will be determined based on the request of each family and the MI Safe Start Phase 4 and 5.
- When in hybrid or remote learning status, WCRESA supports programs as they interact with families using the means of communication that best suits the family's needs. These methods include, but are not limited to: in person, paper packets, US Postal Service, phone calls, emails, text, and internet connectivity and the devices necessary to successfully engage in

virtual services.

- Programs are encouraged to use larger rooms to ensure social distancing for in person intake assessments. Testing manipulatives used during the assessment will be cleaned and sanitized after each use.
- Evaluations related to MMSE services will continue as required by MARSE and IDEA Federal Regulations. Children receiving remote services when we are in MI Safe Start Phase 4 and 5, will be evaluated in a remote setting or in person by individual appointment.
- Home Visiting programs are encouraged to limit the number of home visits per day, the number of people present in home during visit, the items brought into the home, areas visited in the home, and to bring a portable chair to assist in social distancing.
- Early On service coordinators will review IFSP child and family outcomes to ensure progress is being made in areas of concern for developmental delays.

Curriculum for Early Childhood Block Grant Great Start Home Visits

Parents as Teachers curriculum will continue to be used for all families with children 0-3 enrolled in the home visit model. <https://parentsasteachers.org/>

Please describe how you would implement the recommendations for **Communications and Family Supports**.

WCRESA will support programs to use multiple modes of communication (both one-way and two-way) that enable staff to effectively communicate with families and agency staff, including the WCRESA website, social media sites, Great Start Newsletter, Remind, virtual platforms, email, and text messaging. As we move forward, we will implement the following communication protocols:

- Maintain timely, accurate, and clear two-way communication with families we serve.
- Clearly communicate all plans and expectations for remote and in-person services.
- Ensure all communications are in both English and the home language of our families. We will use a variety of resources and tools.
 - ❑ [Translation Resources section on the MDE webpage](#)
 - ❑ WCRESA EL website and Padlet, <https://padlet.com/wulatik/hrur4juif060>
- Communicate in a timely manner when it becomes necessary to modify our modes of service delivery.

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.

- As the Governor's office designee identifies Wayne County to be in MI Safe Start Phase 5, WCRESA Superintendent Dr. Randy Liepa, and the appropriate administrators will follow the recommendations set forth in the Roadmap. The spread sheet delineating phase required, strongly recommended and recommended criteria will be reviewed and followed as appropriate for the safety of children, staff, families and communities.

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*.

- All Strongly recommended protocols identified in the Roadmap checklist under Phase 5 will be reviewed and implemented with contractors and sub recipients as they prepare to increase in person service to families with young children in WCRESA grant funded programs.

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*.

- All strongly recommended protocols will be implemented with the exception of those specific to K-12 programming and Athletics. No protocols labeled *highly recommended* were not included. After careful review of strongly recommended criteria identified in the spreadsheet in the column labeled Phase 5 will be implemented. WCRESA Early Childhood programs and services include: Early On, Great Start Home Visiting, Great Start Readiness Program, Great Start Collaborative, and Great Start Parent Coalition.

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**.

- No protocols were excluded that applied to direct services provided to young children enrolled in WCRESA sponsored early childhood programs.

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 districts/PSAs, 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: