



NORTHVIEW
PUBLIC SCHOOLS

Our best. Your best.

COVID -19 PREPAREDNESS AND RESPONSE PLAN

2020-2021 School Year



This document contains information relevant to Northview Public Schools' COVID-19 Preparedness and Response Plan.

This document is intended to provide information relevant to procedures, protocols and expectations as staff and students return to the classroom for the 2020-2021 school year. Guidance may vary depending on specific facility or personnel needs.

All provisions of this document are compliant with current local, state and federal orders, including Executive Order 2020-142 and the corresponding Michigan Return to School Roadmap.

Refer to the Michigan Coronavirus Executive Orders & Directives webpage and the NVPS webpage for additional information.

**MICHIGAN EXECUTIVE
ORDERS AND DIRECTIVES**

**NORTHVIEW PUBLIC
SCHOOLS RETURN TO
SCHOOL WEBPAGE**



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Northview Public Schools ('District') agrees to meet all of the following requirements of Executive Order 2020-142

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



On June 30, Governor Whitmer released the MI Safe Schools: 2020-2021 Return to School Roadmap and Executive Order 2020-142. The Executive Order and Roadmap outline requirements and guidance on instructional and service delivery for the 2020-21 school year and are aligned to the MI Safe Start Plan.

EO 2020-142 and the corresponding Roadmap reinforce that Michigan schools are expected to deliver forward instruction to all students in the 2020-21 school year, while recognizing that the format for instructional delivery may shift across the year depending on which phase of the COVID-19 pandemic is assigned to Kent County.

The MI Safe Start Plan will continue to be used as the highest-level governing framework for determining if and when it is safe to resume in-person instruction. Within the MI Safe Start Plan, schools are not permitted to provide in-person instruction of any kind if their region is within Phases 1-3 of the pandemic. All schools are permitted to resume in-person instruction beginning in Phase 4 of the MI Safe Start Plan. Some regulations and mandates are removed as COVID-19 public health metrics improve in Phase 5 of the MI Safe Start Plan. All schools will remain open with some lasting safety requirements once community spread is not expected to return during Phase 6 of the MI Safe Start Plan.

Depending on the status of MI Safe Start Plan, there are four scenarios for school opening in fall 2020:

- MI Safe Start Phases 1-3: Schools do not open for in-person instruction and instruction is provided remotely
- MI Safe Start Phase 4: Schools open for in-person instruction with more stringent, required safety protocols
- MI Safe Start Phase 5: Schools open for in-person instruction with moderate, required safety protocols
- MI Safe Start Phase 6: Schools open for in-person instruction with minimal, required safety protocols

With Kent County currently in Phase 4 of the MI Safe Start Plan, NVPS is planning to reopen schools on August 25, 2020, for in-person instruction.



The District has designated the following individuals as its COVID-19 Preparedness and Response Plan Coordinators: Dr. Scott Korpak, Superintendent; Liz Cotter, Deputy Superintendent; Julie Bylsma, Director of Finance. The Coordinators are responsible for staying abreast of federal, state and local guidance and incorporating those recommendations into the District's workplace. The Coordinator/Supervisors are also responsible for reviewing policies and practices to make sure they are consistent with this Plan, District operations, and existing federal, state, and local requirements. They are also responsible for implementing, monitoring and reporting on the COVID-19 control strategies that are required per EO 2020-114, EO 2020-142 or any subsequent orders.



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- ✓ Community spread of the virus is increasing and substantial.
- ✓ There is concern about health system capacity.
- ✓ Testing and tracing efforts may not be sufficient to control the spread of the pandemic.

In the event that Kent County moves into Phases 1-3 of the MI Safe Start Plan, NVPS will:

- Suspend all in-person instruction and offer alternative modes of instruction;
- Suspend athletics, after-school activities, inter-school activities, and busing;
- Close school buildings, except for:
 - Employees/contractors necessary to conduct minimum basic school operations consistent with return to school plan (including those needed to facilitate alternative instruction)
 - Food-service workers preparing food for distribution
 - Licensed child care providers if NVPS provides child care during Phases 1-3.

Safety Protocols

- All schools are closed for in-person instruction.
- All athletics are suspended.
- Routine cleaning and disinfecting will be maintained to ensure that facilities are in functional order.
- All busing and student transportation are suspended.
- NVPS will continue to provide food service distribution programs to all students.

Operations

- Facilities will be cleaned and maintained in accordance with CDC guidelines to maintain functionality.
- All families will have access to district-owned technology to aid in remote learning.

Mental and Social Emotional Health

- NVPS school counselors and social workers will continue to work directly with students and families through a variety of channels.
- NVPS will continue to provide free mental health services to all staff members and their families through the Employee Assistance Center.

Instruction

- All instruction will take place remotely through Northview Virtual. Classes will be taught by certified, Northview teachers using the Canvas Learning Management System. (see below).
- All students will be provided a district-issued chromebook and internet hotspot if necessary to access Northview Virtual.
- In the event that a course is unavailable through NVPS, students will utilize course offerings through MVU or MySchool@Kent.

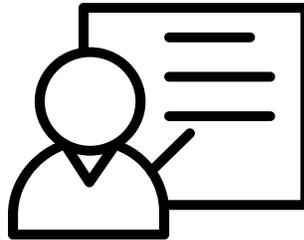


Northview Virtual



100% Remote Learning

District-issued device (if needed) and internet hotspot (if needed).



Northview Teacher

Northview Teachers will lead instruction using Northview curriculum standards.



Canvas Learning Management System

All students in all grades will have a common learning platform.

Virtual Learning A Sample Day

Morning»



Wake Up!

Get up and get dressed. Eat breakfast.



Plan Your Day

Organize your space, check email and classroom announcements.



Academics

First class. Meet with your teacher and classmates collaborate on projects and finish assignments.



Break

Eat a snack, listen to music, take a short walk.



Academics

Second class/meeting. Meet with your teacher and classmates collaborate on projects and finish assignments.

Enjoy Lunch

Afternoon»



Exercise!



Communicate

Check email/send questions to your teacher.



Academics



Go outside.



Personal Protective Equipment

Facial coverings must always be worn by all staff and all students during the school day except when eating or drinking. Facial coverings must be worn by DK-12 students, staff, and bus drivers during school transportation. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Northview Public Schools will provide all staff and all students with facial coverings including the following:

- Clean and disinfected fabric face coverings will be ordered and provided to every 5-12 student and every staff member on a daily basis. These will be placed on buses and in building lobbies every evening by the custodial and transportation staff.
- Disposable childrens sized masks for all students in grades DK-4.
- The District will make every effort to provide all DK-2 students, DHH students and special education teachers with a clear facial covering.
- Staff and students may use masks that they bring from home provided that they are washed daily.
- Disposable facial coverings must be disposed of at the end of each day.
- Neck 'gaiters' are an approved facial covering.
- Bandanas are not approved facial coverings.

Any staff member or student who cannot medically tolerate a facial covering must produce medical documentation excusing them from this requirement. Guidance from the Michigan Department of Education and Kent County Health Department will be followed for all students and staff, including students with disabilities as it pertains to facial coverings.

The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all District to parent communications, 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 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, paraprofessional, administrator, school safety staff, playground aide, etc.) and asked to put the face covering on. The instance will be documented as a log entry in Synergy.

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 or school safety officer. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.

Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.

Guests to the school building (presenters, substitute 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 school safety officer or 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.



Hygiene

Adequate supplies of soap, hand sanitizer alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided to support healthy hygiene behaviors.

Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer.

- Every classroom will be supplied with a fixed or portable hand sanitizing station.
- 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 low during the school day.
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, 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.
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader.
- Sharing school supplies will be limited.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course. Families are asked to label all student supplies with each child's first name and last initial to further support individual use. Other items within the classroom will be cleaned, disinfected as required by the Return to School Roadmap.

Spacing, Movement and Access

- Building/facility leaders and custodial staff will walk through each building to assess the number of desks, tables, the capacity to physical distance with existing student enrollment and furniture.
- Building/facility leaders will determine what furniture or supplies can be removed from the building or what alternate furniture can be used to create greater physical distance.
- Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance requirement.
- Visitors to a building must check-in at the main office.
- Only essential visitors (ISD Consultants, State Agency Workers, etc.) will be permitted limited access to interact with students. Visitors will be required to sign out through the office to document time, purpose, and locations visited in the building.



Screening Students & Staff

All students and staff will be required to complete a daily COVID-19 screening prior to attending school. The Kent County Health Department is in the process of providing a list of approved screeners that schools may use to satisfy the daily screening requirement.

Screening for COVID-19 includes temperature taking and checking for specific COVID-19 symptoms as defined by the Center for Disease Control (CDC). In its July 23, 2020, guidance for schools, the CDC does not currently recommend universal symptom screening (screening all students grades K-12) be conducted by and at school. As a result, parents or caregivers must monitor their children for signs of infectious illness every day. Students who are sick should not attend school in-person. Symptom screening will identify only that a person may have an illness, not that the illness is COVID-19. Many of the symptoms of COVID-19 are also common in other childhood illnesses like the common cold, the flu, or seasonal allergies. Of utmost importance is that students stay home when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol).

All employees and parents/guardians of children exhibiting unexplained COVID-19 symptoms, testing positive for COVID-19, or in close contact with a COVID-19 infected person should immediately contact the Kent County Health Department and building administration.

Protocols for Students and Staff and Responding to Positive Cases

In the event that a student or staff member tests positive for COVID-19, or comes into "close contact" with a person who tests positive for COVID-19, NVPS will adhere to strict quarantine and contact tracing protocols as outlined by the Kent County Health Department.

"Close contact" is not brief or incidental contact. Instead, the Kent County Health Department and CDC define "close contact" as either:

- Being within approximately six feet of a COVID-19 infected person for a "prolonged period of time" (more than 15 minutes) or
- Having direct contact with infectious secretions from a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on)

If a staff member or student comes into "close contact" with someone identified with a positive COVID-19 test:

- The individual must quarantine for 14 days.
- Students/staff should immediately notify building administration.
- The District will notify the local health department to assist in contact tracing of any additional "close contacts".
- In the event that a student or staff member tests positive for COVID-19, it may not be necessary to quarantine an entire classroom of students.
- Each situation will be handled based on the unique circumstances of the exposure.

NVPS staff meets weekly with representatives from the Kent County Health Department to stay up-to-date on changing guidelines and recommendations. Data and science about COVID-19 changes daily, thus, the information conveyed in the plan is subject to change based on recommendations from the KCHD and/or CDC.



Food Service

Food service operations under the COVID-19 Preparedness and Response Plan are designed to ensure compliance and adherence to all required safety protocols under the MI Safe Start Phase and MI Safe Return to School Roadmap.

- All DK-6 students will be served lunch in their rooms. Food Service staff, Unified Arts/Encore teachers or other staff will drop off lunches and disposable utensils on a cart to the classroom.
- Teachers will remain in the classroom to provide lunchtime supervision to their cohort of students.
- Teachers may read to students, show videos, or provide other interaction as feasible while students eat.
- In grades 7-12, students will be assigned cohorted lunch areas in the cafe, gym and/outdoor eating area to ensure that students stay in small, isolated groups. Lunch dismissal will occur at staggered times to alleviate hallway congestion.
- All students will wear masks into the cafeteria and can remove them when eating. They will put them back on when eating is completed.
- Indoor assemblies that bring together students from more than one classroom will be prohibited.
- All food service workers will wear masks, face shields and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink to encourage the correct procedure for hand washing.

Gatherings & Extracurricular Activities

- At this time no indoor assemblies will be held at the elementary and secondary buildings. All essential presentations will be done by remote monitors in the classrooms or by staff entering the room to share the needed information.
- At the elementary buildings a schedule will be put together that allows for staggered and cohorted classrooms on a playground for recess. Teachers and support staff will be asked to move around the playground separating students congregating in groups of more than 10. Face masks will be worn at all times on the playground unless the individual is medically unable.
- Students will use hand sanitizer before entering the building.
- All field trips are suspended, this will be reviewed as we move to Phase 5.
- All extracurricular activities will require face covering.
- All social distancing requirements will be in place, so events will be outside or in large ventilated areas.



Athletics

- The district plan will comply with all guidance published by 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 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, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- 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 rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- 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

- All classrooms will be provided spray bottles with EPA-approved disinfectant or diluted bleach solution, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning, and students will not be allowed access to the cleaning solutions.
- Each building custodial team and administrator will tour their building and identify areas of frequent use throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas multiple times throughout the school 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.
- Classroom teachers will wipe down the students’ desks every time students exit the room at the elementary level or after every period at the secondary level with EPA-approved disinfectant or diluted bleach solution. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant or diluted bleach solution in their rooms.
- Playground equipment will be cleaned twice a week.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.



Busing & Student Transportation

- The transportation department will assess the number of buses that will be on the road.
- Buses will be fitted with mounts for hand sanitizer at the entrance to each bus.
- The transportation department will ensure cleaning supplies in compliance with the CDC are utilized to clean buses between routes, including areas of frequent areas of contact.
- High traffic areas will be wiped down once an hour.
- Clean cloth face masks will be placed at the entrance of the bus each morning before school.
- Bus drivers, weather permitting (no precipitation, temperature above 55 degrees F), will keep windows open on the bus both en route and when stopped.



The COVID-19 pandemic is expected to have a lasting impact on all students. The social and emotional wellbeing of Northview students is of utmost importance. Through district, county and statewide partnerships, NVPS will ensure that all staff and students in need of critical mental health supports are able to access necessary resources.

Screening and Referral Process to Identify and Support the School Community

- NVPS will conduct a mental health screener for all students in grade DK-12. The screener will be compliant with FERPA policies.
- NVPS has an existing Crisis Management Team comprised of administrators, school social workers, school counselors and school psychologists. The CMT meets regularly to establish crisis response plans and leverages internal and external community resources.
- Each building level school social worker or counselor will work with teachers and other staff to identify new needs that may arise with students and families.

Professional Development

- NVPS has an existing Mental Health Team comprised of all school social workers, school counselors, school psychologists and the Director of Special Education. The MHT supports training and resources for staff regardless of the phases of the COVID-19 pandemic.
- All Northview staff participated in a Whole Child training in February 2020 and will continue to build competencies around supporting all facets of our students' wellbeing.
- As needed, our MHT may recommend outside professional learning partners, such as the Kent ISD to continue to develop staff learning around mental health issues related to COVID-19.

Resources to Support the School Community

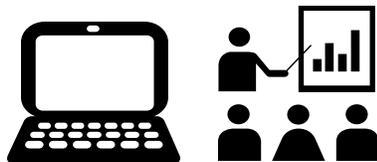
- NVPS has a strong partnership with community agencies such as Arbor Circle, Network 180 and the Employee Assistance Center to ensure that all staff and students have the resources they need for mental health support.
- The Kent County Wellness Resource Guide and Mental Health Crisis/Warning Signs Resource Guide for Kent County also provide specific contact information and insurance navigation for students and families.

[Link to Kent County Wellness Resource Guide](#)

[Link to Mental Health Crisis/Warning Signs and Resource Guide for Kent County](#)



In Phase 4 of the COVID-19 pandemic, NVPS will offer families two distinct options for learning. Families may elect to participate in a 100% virtual option (Northview Virtual) or they may elect in-person instruction. In both cases, classes are taught by Northview teachers.



Northview Virtual

A fully virtual learning option for families concerned about their children learning in an in person school environment.

- Taught by Northview, certified teachers.
- Common learning management system in grades DK-12 (Canvas)
- District-issued chromebook for any student in need
- Student remains enrolled as a NVPS student and may participate in any/all extra-curricular activities.
- Students follow the same calendar, assessment schedule, and grading criteria as other NV courses.

DK-6 In-Person Hybrid

An in-person option for students in grades DK-6.

- Taught by Northview, certified teachers.
- Beginning September 14, all DK-6 students attend school on M, T, Th, and Fri.
- August 25-September 11 all students will begin school with a 'Safe Start' schedule, which includes student cohorts to ensure smaller class sizes.
- Wed is a deep cleaning day and a remote learning day for students.
- Common learning management system in grades DK-12 (Canvas) for remote learning days.
- District-issued chromebook for any student in need

7-12 In-Person Hybrid

An in-person option for students in grades DK-6.

- Taught by Northview, certified teachers.
- 7-12 students will be cohorted into two groups to ensure smaller class sizes.
- The 'Red' Cohort will attend school on M, T and the 'White' Cohort will attend school on Th, Fri.
- Days when students are not in-person will constitute remote learning days.
- Wed is a district deep cleaning day
- Common learning management system in grades DK-12 (Canvas) for remote learning days.
- District-issued chromebook for any student in need



FEATURES OF

DK-12 Grade Plan for Virtual Option

OUR PROMISE TO YOU

-  Our first priority in all decisions and planning will be the health and safety of our students, staff and families.
-  All instruction, whether in-person or remote, will be rigorous and engaging instruction supported by highly qualified staff.
-  We will do our very best to personalize learning and working options that best meet the unique needs of our students, staff and families.
-  We will be transparent and agile as changes arise throughout the school year.
-  We will continue to advocate for our student's success and provide a solid educational foundation to allow for successful lives upon graduation and life's next step.

COMPONENTS OF VIRTUAL INSTRUCTION

- All students must register their interest in participating in the virtual learning option using the 'Register for Virtual Learning' tool on the Return to School website: nvps.net/returntoschool/ All registrations must be submitted no later than **August 12, 2020**.
- All virtual students are considered Northview Public School students for purposes of athletics and other extra curricular activities.
- Students who register for the virtual learning option must commit to virtual learning for one marking period (approximately 9 weeks).
- The virtual learning option is available to all Northview students in any grade (DK-12).
- Virtual learning students will follow the same school calendar for purposes of 'breaks' and days off of instruction as do in-person hybrid students.



CONT.

DK-12 Grade Plan for Virtual Option



VIRTUAL LEARNING PLATFORM

Northview has partnered with Canvas to provide a common remote learning platform for students in all grade levels.

All virtual learning courses will include both synchronous (learning in which students and teacher are engaging in learning at the same time) and asynchronous (learning that occurs without real time interaction) learning. Students must commit to all parts of the learning to be successful in Northview's virtual courses.

To the extent possible, all virtual learning courses will be led by Northview teachers using Canvas. Courses will follow the Northview curriculum and assessment standards. Due to availability and demand constraints, some courses may not be offered or may utilize an online vendor, such as Michigan Virtual.

Students will work with their school counselor to determine the best schedule and course fit.

SPECIAL EDUCATION



Our team is working on a comprehensive plan for students who receive special education services. This plan includes support for all virtual learning students. Families of these students will be contacted by the Special Services Department.

TECHNOLOGY



All students will need access to a device and reliable internet to support their remote learning. All students in every grade level, will have an opportunity to check out a district owned device and/or an internet hotspot at no cost. The district will also provide 'hotspot' internet connections to any family in need of reliable internet. Stay tuned for more information about check out opportunities and procedures.

SAMPLE VIRTUAL LEARNING SCHEDULE

TIME	LEARNING ACTIVITY	MODE OF INSTRUCTION
8:30AM-10:00AM	LEARNING BLOCK ONE	SYNCHRONOUS + ASYNCHRONOUS
11:00AM-12:00PM	LEARNING BLOCK TWO	ASYNCHRONOUS
12:00PM-1:30PM	LUNCH	
1:30PM-3:00PM	LEARNING BLOCK THREE	SYNCHRONOUS + ASYNCHRONOUS
AFTER SCHOOL ATHLETICS OR CLUBS		



FEATURES OF

DK-6 Grade Plan for In-Person Hybrid Option

OUR PROMISE TO YOU

-  Our first priority in all planning and decisions will be the health and safety of our students, staff and families.
-  All instruction, whether in-person or virtual, will be rigorous and engaging instruction supported by highly qualified staff.
-  We will do our very best to personalize learning and working options that best meet the unique needs of our students, staff and families.
-  We will be transparent and agile as changes arise throughout the school year.
-  We will continue to advocate for our student's success and provide a solid educational foundation to allow for successful lives upon graduation and life's next step.

COMPONENTS OF IN-PERSON INSTRUCTION

- Beginning on September 14, 2020, all DK-6 students will attend in-person school on Mondays, Tuesdays, Thursdays and Fridays. Please see below for our Safe Start school schedule for August 25-September 11.
- Wednesdays will be 'virtual learning' days – students will connect with their teacher via Canvas for virtual lessons and activities.
- While at school, students will primarily stay with their classroom peers, including eating lunch in their classroom and scheduled recess time with their class.
- Students will still get to experience Unified Arts like, library, physical education, art and music.
- Students and teachers will have routine breaks for handwashing and room cleaning.



CONT.

DK-6 Grade Plan for In-Person Hybrid Option

KEY DETAILS

- Face-to-face instruction with Northview teachers
- 4 days per week in-person (child care services available in partnership with the YMCA)
- Wednesdays will be virtual learning days – no in-person instruction

DK-6 SCHEDULE FOR IN-PERSON HYBRID OPTION BEGINNING SEPTEMBER 14, 2020

MON	TUES	WED	THUR	FRI
Face-to-face instruction	Face-to-face instruction	Virtual learning day	Face-to-face instruction	Face-to-face instruction

WEDNESDAYS WILL BE VIRTUAL LEARNING DAYS



- NVPS will use these virtual learning days to deep clean the entire district and conduct other specialized activities such as IEP meetings, therapy appointments, interventions, etc.



- These days are also a time for our students and teachers to practice their virtual learning skills. If Kent County returns to Phase 3, we may need to abruptly close our doors. Our virtual learning Wednesdays will enable our teachers and students to quickly transition to remote classrooms. All DK-12 students and staff will use the Canvas Learning Management System for their virtual learning days. Our staff has been working hard over the summer to build courses with engaging content on Canvas. Students and families will be introduced to Canvas as part of our Safe Start.



- Northview, in partnership with the YMCA, will be offering full day child care for any DK-6 student on Wednesdays. On these days, students will work on their virtual Canvas lessons and participate in YMCA organized activities. Wednesday child care is in addition to our normal before/after school care offered on Mondays, Tuesdays, Thursdays and Fridays. If you are in need of child care on Wednesdays, please let us know by completing the form on our Return to School webpage:

nvps.net/returntoschool/. Responses to the interest form are due by **August 12, 2020**.



CONT.

DK-6 Grade Plan for In-Person Hybrid Option

TRANSPORTATION



Busing will be provided to any Northview resident student. Face coverings must be worn on the bus. Additional safety measures, such as assigned seating and pre-boarding hand sanitizing will also be required.



TECHNOLOGY

All students will need access to a device and reliable internet to support their remote learning. All students in every grade level, will have an opportunity to check out a district owned device at no cost. The district will also provide 'hotspot' internet connections to any family in need of reliable internet. Stay tuned for more information about check out opportunities and procedures.

FACE COVERINGS



In compliance with EO 2020-142 and its corresponding FAQs, all students and staff will be required to wear a face covering/mask at all times throughout the school day, with the exception of meal times and certain outside activities. Our team will work closely with the Kent County Health Department and will modify this requirement based on those recommendations. NVPS is prepared to provide a clean mask for all students/staff on a daily basis.



SPECIAL EDUCATION

Our team is working on a comprehensive plan for students who receive special education services. This plan includes support for students while they are participating in in-person instruction as well as remote learning accommodations. Families of these students will be contacted by the Special Services Department.

LEARNING MANAGEMENT SYSTEM

Northview has partnered with Canvas to provide a common remote learning platform for students in all grade levels.

During our remote learning days, students and teachers will continue to work together using Canvas. If Kent County should regress to Phase 3 of the pandemic, our staff and students will be prepared and learning will continue through Canvas.

All students and families will get login instructions during our Safe Start.



Welcome to North Oakview's 4th Grade.

Hello! We are so excited to get to know you. Our team of 4th grade teachers has been working hard to create a fun and engaging year together. We are ready to learn and hope that you are too!



CONT.

DK-6 Grade Plan for In-Person Hybrid Option

SAFE START TO SCHOOL

For the first three weeks of school, the entire district will be separated into cohorted student groups. The cohorting will be based primarily on alphabet, with accommodations made for family units.

WHY ARE WE COHORTING FOR THE FIRST THREE WEEKS?

Cohorting allows our staff, students and families to acclimate to new safety, cleaning and distancing practices while being in smaller groups. Students, for example, will have a chance to learn the process for eating lunch, going to recess and attending art class before they have their full class together. Teachers will have a chance to conduct routine cleaning and disinfecting of their classrooms between classes, teaching with a mask and working with their colleagues on new strategies.

Cohorting also allows us to use our new remote learning system, Canvas.

Students and teachers will get to practice being successful remote teachers and learners at a slower pace.

August 25-
September 11

DK-6

Students attend in cohorts/teams

Mon/Tues

Thurs/Fri

Wednesday is virtual learning and optional child care for all DK-6 students

September 14-End of
First Semester

All DK-6 students attend in-person instruction Mon, Tues, Thurs, Fri

Wednesday is virtual learning and optional child care for all DK-6 students

To receive the most up-to-date information for the 2020-2021 school year, visit nvps.net/returntoschool/



CONT.

DK-6 Grade Plan for In-Person Hybrid Option

SAFE START SCHEDULE

WEEK OF AUG 24

	Monday, August 24	Tuesday, August 25	Wednesday, August 26	Thursday, August 27	Friday, August 28
DK-6	No school	All District Red Cohort Only (Full Day)	No school for students/staff collaboration	All District White Cohort Only (Full Day)	No school
7-12	No school	All District Red Cohort Only (Full Day)	No school for students/staff collaboration	All District White Cohort Only (Full Day)	No school

WEEK OF AUG 31

	Monday, August 31	Tuesday, September 1	Wednesday, September 2	Thursday, September 3	Friday, September 4
DK-6	All District Red Cohort Only (Full Day)	All District Red Cohort Only (Full Day)	Virtual learning for all students	All District White Cohort Only (Full Day)	No school
7-12	All District Red Cohort Only (Full Day)	All District Red Cohort Only (Full Day)	Virtual learning for all students	All District White Cohort Only (Full Day)	No school

WEEK OF SEPT 7

	Monday, September 7	Tuesday, September 8	Wednesday, September 9	Thursday, Sept 10	Friday, Sept 11
DK-6	No school (Labor Day)	All District Red Cohort Only (Full Day)	Virtual learning for all students	All District White Cohort Only (Full Day)	All District White Cohort Only (Full Day)
7-12	No school (Labor Day)	All District Red Cohort Only (Full Day)	Virtual learning for all students	All District White Cohort Only (Full Day)	All District White Cohort Only (Full Day)



CONT.

DK-6 Grade Plan for In-Person Hybrid Option

SAFE START SCHEDULE

WEEK OF SEPT 14 (AND FOR THE REMAINDER OF THE FIRST SEMESTER)

	Monday, September 14	Tuesday, September 15	Wednesday, September 16	Thursday, September 17	Friday, September 18
DK-6th	All students	All students	Virtual learning for all students	All students	All students
7-12	Red Cohort only (full day)	Red Cohort only (full day)	Virtual learning for all students	White Cohort only (full day)	White Cohort only (full day)

In addition to the above calendar, the following dates were already established as 'no school' days for all students:

- Monday, September 28
- Friday, October 9 (half day for students)
- Friday, October 16
- Monday, November 9
- Wednesday, November 25-Friday, November 27 (Thanksgiving break)
- Monday, December 21-Friday, January 1 (winter break)

A NOTE OF THANKS!

We want to thank our entire community, including staff, families and students. Our upcoming year together will present challenges and complexities unlike any we have tackled before. We appreciate your patience, your feedback and your partnership. If you have questions, please contact us at 616-363-6861 or visit our website: nvps.net.

To receive the most up-to-date information for the 2020-2021 school year, visit nvps.net/returntoschool/





FEATURES OF

7-12 Grade Plan for In-Person Hybrid Option

OUR PROMISE TO YOU

-  Our first priority in all planning and decisions will be the health and safety of our students, staff and families.
-  All instruction, whether in-person or virtual, will be rigorous and engaging instruction supported by highly qualified staff.
-  We will do our very best to personalize learning and working options that best meet the unique needs of our students, staff and families.
-  We will be transparent and agile as changes arise throughout the school year.
-  We will continue to advocate for our student's success and provide a solid educational foundation to allow for successful lives upon graduation and life's next step.

COMPONENTS OF IN-PERSON INSTRUCTION

- All students will be assigned to either the Red or White cohort (see page two for an example schedule). Cohorting divides our 7-12 students into two groups for in-person attendance.
- Each cohort will attend fully in-person instruction with Northview teachers for two days per week and participate in virtual learning for three days per week.
- All virtual learning will take place through Canvas and will be led by the same Northview teachers that students have for in-person instruction.
- Students' semester schedules will include 6 classes, however, each student will have intensive instruction on 3 classes for 9 weeks and then switch classes for the next 9 weeks – for a total of 6 classes in the first semester. In this way, students are able to stay cohorted even further in small groups and receive focused instruction on just a few classes at a time.



CONT.

7-12 Grade Plan for In-Person Hybrid Option

EXAMPLE SCHEDULE for RED COHORT (Aug. 25 – Oct. 23)*

TIME (APPROXIMATE)	MON.	TUES.	WED.	THUR.	FRI.
8:00am – 10:00am	First Hour (Geometry)	First Hour (Geometry)	Virtual Learning in Geometry, AP Seminar, Chemistry	Virtual Learning in Geometry, AP Seminar, Chemistry	Virtual Learning in Geometry, AP Seminar, Chemistry
10:00am – 12:00pm	Second Hour (AP Seminar)	Second Hour (AP Seminar)			
12:00pm – 2:00pm	Third Hour (Chemistry)	Third Hour (Chemistry)			

EXAMPLE SCHEDULE for WHITE COHORT (Aug. 25-Oct. 23)*

TIME (APPROXIMATE)	MON.	TUES.	WED.	THUR.	FRI.
8:00am – 10:00am	Virtual Learning in Geometry, AP Seminar, Chemistry	Virtual Learning in Geometry, AP Seminar, Chemistry	Virtual Learning in Geometry, AP Seminar, Chemistry	First Hour (Geometry)	First Hour (Geometry)
10:00am – 12:00pm				Second Hour (AP Seminar)	Second Hour (AP Seminar)
12:00pm – 2:00pm				Third Hour (Chemistry)	Third Hour (Chemistry)

* Beginning with the second marking period (October 25) – students will take their next three classes.

WHY ARE WE COHORTING OUR STUDENTS IN GRADES 7-12?

Cohorting allows our staff and students to perform **safety protocols, cleaning, and distancing practices** while being in smaller groups – particularly at our largest buildings with our oldest students. Cohorting also allows us to use our **new remote learning system**, Canvas. This way, should Kent County regress to Phase 3 of the pandemic, our students and staff will be prepared.



CONT.

7-12 Grade Plan for In-Person Hybrid Option

TRANSPORTATION



Busing will be provided to any Northview resident student. Face coverings must be worn on the bus. Additional safety measures, such as assigned seating and pre-boarding hand sanitizing will also be required.



TECHNOLOGY

All students will need access to a device and reliable internet to support their remote learning. All students in every grade level, will have an opportunity to check out a district owned device at no cost. The district will also provide 'hotspot' internet connections to any family in need of reliable internet. Stay tuned for more information about check out opportunities and procedures.

FACE COVERINGS



In compliance with EO 2020-142 and its corresponding FAQs, all students and staff will be required to wear a face covering/mask at all times throughout the school day, with the exception of meal times and certain outside activities. Our team will work closely with the Kent County Health Department and will modify this requirement based on those recommendations. NVPS is prepared to provide a clean mask for all students/staff on a daily basis.



SPECIAL EDUCATION

Our team is working on a comprehensive plan for students who receive special education services. This plan includes support for students while they are participating in in-person instruction as well as remote learning accommodations. Families of these students will be contacted by the Special Services Department.

LEARNING MANAGEMENT SYSTEM

Northview has partnered with Canvas to provide a common remote learning platform for students in all grade levels.

During our remote learning days, students and teachers will continue to work together using Canvas. If Kent County should regress to Phase 3 of the pandemic, our staff and students will be prepared and learning will continue through Canvas.

All students and families will get login instructions during our Safe Start.



Welcome to Accelerated Chemistry

Hello! Welcome to Accelerated Chemistry. This course satisfies a High School Science requirement needed for graduation. This course typically takes a full school year (two semesters) to complete.



CONT.

7-12 Grade Plan for In-Person Hybrid Option

FALL 2020 SEMESTER SCHEDULE

WEEK OF AUG 24

	Monday, August 24	Tuesday, August 25	Wednesday, August 26	Thursday, August 27	Friday, August 28
DK-6	No school for students	All District Red Cohort Only (Full Day)	No school for students	All District White Cohort Only (Full Day)	No school for students
7-12	No school for students	All District Red Cohort Only (Full Day)	No school for students	All District White Cohort Only (Full Day)	No school for students

WEEK OF AUG 31

	Monday, August 31	Tuesday, September 1	Wednesday, September 2	Thursday, September 3	Friday, September 4
DK-6	All District Red Cohort Only (Full Day)	All District Red Cohort Only (Full Day)	Virtual learning for all students	All District White Cohort Only (Full Day)	No school for students
7-12	All District Red Cohort Only (Full Day)	All District Red Cohort Only (Full Day)	Virtual learning for all students	All District White Cohort Only (Full Day)	No school for students

WEEK OF SEPT 7

	Monday, September 7	Tuesday, September 8	Wednesday, September 9	Thursday, September 10	Friday, September 11
DK-6	No school for students	All District Red Cohort Only (Full Day)	Virtual learning for all students	All District White Cohort Only (Full Day)	All District White Cohort Only (Full Day)
7-12	No school for students	All District Red Cohort Only (Full Day)	Virtual learning for all students	All District White Cohort Only (Full Day)	All District White Cohort Only (Full Day)



CONT.

7-12 Grade Plan for In-Person Hybrid Option

SAFE START SCHEDULE

WEEK OF SEPT 14 (AND FOR THE REMAINDER OF THE FIRST SEMESTER)

	Monday, September 14	Tuesday, September 15	Wednesday, September 16	Thursday, September 17	Friday, September 18
DK-6	All students	All students	Virtual learning for all students	All students	All students
7-12	Red Cohort only (full day)	Red Cohort only (full day)	Virtual learning for all students	White Cohort only (full day)	White Cohort only (full day)

In addition to the above calendar, the following dates were already established as 'no school' days for all students:

- Monday, September 28
- Friday, October 16
- Monday, November 9
- Wednesday, November 25-Friday, November 27 (Thanksgiving break)
- Monday, December 21-Friday, January 1 (winter break)

A NOTE OF THANKS!

We want to thank our entire community, including staff, families and students. Our upcoming year together will present challenges and complexities unlike any we have tackled before. We appreciate your patience, your feedback and your partnership. If you have questions, please contact us at 616-363-6861 or visit our website: nvps.net.

To receive the most up-to-date information for the 2020-2021 school year, visit nvps.net/returntoschool/

 @NVPSWildcats

 @NV_Wildcats

 @nvpswildcats



Special Populations

With regard to EL students or students with who have IEPs, or 504s, the district administration and special education department will collaborate with parents/guardians and staff to systematically review student programs on an individualized basis to ensure appropriate plans and supports are in place for those students.

In Northview, all students will receive quality baseline instruction, regardless of whether a student is receiving synchronous or asynchronous instruction, in-school or online, or academic support through whole-group and small-group instruction. If necessary, students will receive more intensive small group or individual student intervention.

Students with Disabilities

Special education services for students with disabilities will include increased time for synchronous instruction and explicit expectations for greater student engagement and consistency. Instructional delivery will be designed to ensure the least restrictive environment (LRE) as required by the individualized education program (IEP). Based on the student's IEP, specialized instruction will be provided in-person, when possible. Students will continue to receive access to instructional materials for use at home, as needed, including assistive technology tools. When necessary and possible, virtual meetings will be used to convene special education procedural meetings, such as reevaluation, eligibility, IEP teams, etc. Students opting into Northview Virtual will continue to receive their special education services from Northview Public Schools.

Students with 504's or Medical Health Plans

In synchronous and asynchronous learning settings, students eligible for Section 504 plans will continue receiving their accommodations and other supports needed including additional time for synchronous, small group or individual instruction. Students will continue to receive access to instructional materials for use at home, as needed. When necessary and possible, virtual meetings will be utilized to convene Section 504 procedural meetings such as reevaluation, eligibility, review, etc. The school will continue to support students with specific medical/health plans.

English Learners

Children who speak a language other than English in their home, or have a different native language, are given the opportunity to enrich their learning with a highly qualified teacher of English Learners (EL). Individual and group support is provided to help our students become acclimated both socially and academically. English Language Learner support and services will continue during all learning models.



Consistent student access to reliable computer devices and internet connection is an important requirement to every aspect of the COVID-19 Preparedness and Response Plan. NVPS is in the process of securing enough devices for every student in grades DK-12 to check out a device for remote learning.

To begin the school year, students will be provided an opportunity to check out a device through the technology department. This device will be allocated only to the student and is intended to be brought back and forth from home to school on a daily basis unless otherwise instructed. Students are solely responsible for the care and maintenance of the device and are responsible for lost, stolen or damaged devices.

All students/families must agree to and sign a district-approved Acceptable Use Policy (AUP) prior to checking out the device.

All district-owned devices must be returned to NVPS at the conclusion of the school year or sooner as directed by administration.

The district will also provide internet hotspots for any family in need of internet access to participate in remote learning.



Northview Public Schools will follow all policies and procedures outlined in Phase 4 above while in Phase 5 of the pandemic with the exception of the following where Phase 5 protocol will be implemented:

Northview will review facial covering policies in conjunction with recommendations made by the KCHD.

All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people. This would include the use of the cafeteria for serving meals.

Indoor spectator events, such as athletic competitions, are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.

Indoor weight rooms and physical conditioning activities will be allowed. Social distancing of six feet between participants will be maintained. Equipment will be disinfected after each use.

Northview Public Schools reserves the right to implement any other Phase 5 safety protocols under the strict guidance of the Kent County Health Department.

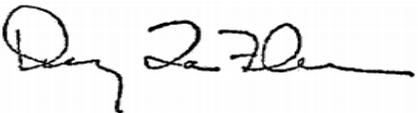
Northview Public Schools will implement Phase 6 safety protocols under the guidance of the Kent County Health Department and in compliance with the Return to School Roadmap.

FINAL STEPS FOR SUBMISSION



Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education 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: August 10, 2020

Link to the Board Meeting Minutes or Signature of the Board President: 

Link to the approved Plan posted on the District website: nvps.net

Name of District Leader Submitting the Plan: Liz Cotter, Deputy Superintendent

Date Received by the ISD: August 13, 2020

Date Submitted to State Superintendent and State Treasurer: August 14, 2020

Date of Re-Approval by the District Board of Education to Include Addendum to Comply with MIOSHA Emergency Rule Issued on October 11, 2020: _____

Signature of the Board President: _____

ADDENDUM TO COMPLY WITH MIOSHA EMERGENCY RULE ISSUED ON OCTOBER 14, 2020 (ADDENDUM A)



Addendum A is based on information available from the Centers for Disease Control (“CDC”) and the Occupational Safety and Health Administration (“OSHA”), the Michigan Occupational Safety and Health Administration (“MIOSHA”) at the time of its development and is subject to change based on further information provided by the CDC, OSHA, MIOSHA and other public officials. This Plan may also be amended based on operational needs. Addendum A includes critical workplace safety requirements as required by MIOSHA Emergency Rules that take effect on October 14, 2020, and that are not otherwise provided for in the Preparedness and Response Plan that was adopted by the Northview Board of Education on August 10, 2020.

Exposure Risk Level Determination for Employees

Northview Public Schools has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. .

Northview Public Schools has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

Lower Exposure Risk Jobs. These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers. Examples are small offices, small manufacturing plants (less than 10 employees), small construction operations (less than 10 employees), and low-volume retail establishments, provided employees have infrequent close contact with coworkers and the public.

Medium Exposure Risk Jobs. These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Examples are most jobs at manufacturing plants, construction sites, schools, high-volume retail settings, and other high-population-density work environments.

Northview Public Schools has categorized its jobs as follows:

Job/Task	Exposure Risk Determination (Lower or Medium)	Qualifying Factors (Ex. No Public Contact, Public Contact)
Superintendent	Medium	Public Contact
District Administrators	Medium	Public Contact
District Office Staff	Medium	Public Contact
Building Administrators	Medium	Public Contact
Building Office Staff	Medium	Public Contact
Food Service Staff	Medium	Public Contact
Counselor	Medium	Public Contact
Teacher	Medium	Public Contact
Occupational Therapist	Medium	Public Contact
Psychologist	Medium	Public Contact
Social Worker	Medium	Public Contact
Speech Therapist	Medium	Public Contact
Teacher Consultant	Medium	Public Contact
Support Staff	Medium	Public Contact
Maintenance and Grounds	Medium	Public Contact
Technology Staff	Medium	Public Contact
Bus Driver	Medium	Public Contact
Bus Mechanic	Medium	Public Contact
Athletic Director	Medium	Public Contact
School Resource Officer	Medium	Public Contact
Custodial	Medium	Public Contact

Engineering Controls

Northview Public Schools has implemented feasible engineering controls to minimize or eliminate employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards using ventilation and other engineered solutions. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

For lower exposure risk jobs, new engineering controls are not required. For medium exposure risk jobs, engineering controls can include:

- Installing physical barriers (such as clear plastic sneeze guards) between coworkers or between workers and customers.
- Installing a drive-through window for customer service.
- Increasing the amount of ventilation in the building.
- Increasing the amount of fresh outdoor air that is introduced into the building.

The Deputy Superintendent will be responsible for seeing that the correct engineering controls are chosen, installed, maintained for effectiveness, and serviced when necessary and in compliance with the above provisions of the COVID-19 Preparedness and Response Plan.

Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. The Deputy Superintendent will be responsible for seeing that the correct administrative controls are chosen, implemented and maintained for effectiveness and in accordance with above provisions of the COVID-19 Preparedness and Response Plan.

Training

The Deputy Superintendent shall coordinate SARS-CoV-2 training and ensure compliance with all training requirements.

Northview Public Schools will train workers on, at a minimum:

- Workplace infection-control practices.
- The proper use of personal protective equipment.
- Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
- How to report unsafe working conditions.

The Deputy Superintendent shall create a record of the training. Records should include the name of the employee(s) trained and the date of the training.

Recordkeeping

Northview Public Schools will maintain records of the following requirements:

- Training. The employer shall maintain a record of all COVID-19 employee training.
- Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
- When an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

The Deputy Superintendent will ensure that the records are kept.

Policy Regarding Telework

Due to unique and special circumstances, the DISTRICT (“the District”) is implementing a temporary Telework pilot program under the Public Employment Relations Act, 1947 PA 336, MCL 423.201 et seq. that will allow certain employees, with prior Administrative approval, to perform their job duties and responsibilities from home.

The objective of this Policy is to provide employees a telework (i.e.- work-at-home) option, while at the same time ensuring that the District’s business and educational requirements continue to be met. This Policy may be terminated at any time by the District. Employees should not assume any specified period of time for telework arrangements, and the District may require employees to return to regular, in-District work at any time.