COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: Newaygo County RESA: Early College Newaygo County Program

Address of District: 4747 W. 48th Street, Fremont, MI 49412

District Code Number: 62000

Web Address of the District: www.ncresa.org/ecnc

Name of Intermediate School District: Newaygo County Regional Educational Service Agency (NC RESA)

Name of Authorizing Body (if applicable): Newaygo County RESA

MASA | Michigan Association of Superintendents & Administrators

MICHIGAN Department of Education

MEMSPA | MICHIGAN ELEMENTARY AND MIDDLE SCHOOL PRINCIPALS ASSOCIATION

Michigan School Business Officials

MASB | MICHIGAN ASSOCIATION OF SCHOOL BOARDS

massp | Michigan Association of Secondary School Principals

Middle Cities EDUCATION ASSOCIATION

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

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

✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.

✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.

✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.

✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.

✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and bussing.

✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.

✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.

✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.

✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan ("Preparedness Plan") that is informed by [Michigan's 2020-21 Return to School Roadmap](#) ("Return to School Roadmap") from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan.*

1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student's parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

The Early College Newaygo County Program (ECNC) has students from all local districts participating in the program. ECNC students participate in both high school courses and college courses at Muskegon Community College (MCC) and are, in effect, part-time high school and college students during grades 11 and 12 and resemble a full-time college student in grade 13. With this unique program model, ECNC students also participate in Early College programming expectations throughout the academic year.

For college courses, the ECNC Program will follow Muskegon Community College's online instructional guidelines for every MCC course that students are enrolled in. If in Phase 1, 2, or 3, our higher educational partner will utilize a technology-based platform for all courses. MCC has made modifications to their instructional practices to ensure that there are multiple ways for students to engage in their online courses and have not exclusively depended on live stream, synchronous instruction for all course participation.

For the local district high school classes that the ECNC students will engage in, all ECNC students will follow their local district's Preparedness Plan and the guidelines on high school class engagement and completion, which will offer alternative modes of instruction. ECNC staff will continue to support these varied modes of connection and course engagement.

Based on a technology survey administered throughout Newaygo County during the Spring 2020, we know that technology access is a challenge as is a personal device to complete course learning. See below for district related results.

White Cloud Student Internet and Device Survey:

- 21 percent of students in White Cloud indicated they have Internet access that would support some form of virtual learning in the home (e.g. enough reliable bandwidth to stream 2-3 videos simultaneously).
- 18 percent of students in White Cloud indicated they have a personal or school device (Chromebook, laptop, iPad, tablet, or desktop) that they could engage in some form of virtual learning (formal or informal) at home.

Newaygo Student Internet and Device Survey:

- 34 percent of students in Newaygo indicated they have Internet access that would support some form of virtual learning in the home (e.g. enough reliable bandwidth to stream 2-3 videos simultaneously).
- 32 percent of students in Newaygo indicated they have a personal or school device (Chromebook, laptop, iPad, tablet, or desktop) that they could engage in some form of virtual learning (formal or informal) at home.

Hesperia Student Internet and Device Survey:

- 29 percent of students in Hesperia indicated they have Internet access that would support some form of virtual learning in the home (e.g. enough reliable bandwidth to stream 2-3 videos simultaneously).
- 28 percent of students in Hesperia indicated they have a personal or school device (Chromebook, laptop, iPad, tablet, or desktop) that they could engage in some form of virtual learning (formal or informal) at home.

Fremont Student Internet and Device Survey:

- 29 percent of students in Fremont indicated they have Internet access that would support some form of virtual learning in the home (e.g. enough reliable bandwidth to stream 2-3 videos simultaneously).
- 24 percent of students in Fremont indicated they have a personal or school device (Chromebook, laptop, iPad, tablet, or desktop) that they could engage in some form of virtual learning (formal or informal) at home.

Grant Student Internet and Device Survey:

- 20 percent of students in Grant indicated they have Internet access that would support some form of virtual learning in the home (e.g. enough reliable bandwidth to stream 2-3 videos simultaneously).
- 21 percent of students in Grant indicated they have a personal or school device (Chromebook, laptop, iPad, tablet, or desktop) that they could engage in some form of virtual learning (formal or informal) at home.

As a county, 28 percent, nearly 1 out of 3 kids, indicated they have monthly data caps. Since the Early College Program partners with Muskegon Community College and knowing that MCC courses will likely have an online component during phases 1 through 5, the Early College Program will rely on MCC to determine their primary instructional mode of connection as well as depend on their resources to help ECNC students' participation in those modes.

Early College staff will utilize the following modes of communication to connect with our students and/or families during Phases 1, 2, and 3 and to offer meaningful cohort (student-to-student) connections: (Microsoft Teams, Remind, Google Hangouts, Zoom, MCC email or Skyward, phone calls, etc.). A lead staff member will be identified based on student/family needs to maintain regular two-way communication. Any regularly required programmatic connections like Cohort Meetings will be offered virtually through one of the above-mentioned modes (Microsoft Teams, Google Hangouts, and/or Zoom).

All ECNC students will need access to materials such as paper, pencils, textbooks, internet, webcam, and a device. The Early College Program will depend on MCC, as our partner, to help navigate and provide for any known technology needs in addition to the local school district partners. These types of needs can be communicated to Early College Program staff via email and/or regular wellness connection phone calls/emails/meetings.

The Early College Program will rely on each student's local school district's plan for providing food access to eligible students during Phases 1 through 3. ECNC staff will inquire with students during regular check-ins to verify basic needs are being met including access to their school meals distribution program. If any student or family is in need, the ECNC staff will connect families to appropriate supports.

Staff will also keep a log of communication with students and families. Inconsistent completion and/or communication with a student/parent will be shared with the local district counselor to help develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections.

All ECNC students will receive grades for their MCC courses based on the instructional policies set by the college. ECNC students will follow their district's policies on high school assignments.

All Early College programmatic assignments will result in credit/no credit as these activities are based on participation and a formal grade (A-F) is not provided. Feedback regarding MCC course progress/Early College Program progress can be in the form of comments, wondering questions, and clarification if learning targets are met or if improvements are needed to be considered proficient.

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.

With the Early College Newaygo County (ECNC) Program serving students who are participating in both high school classes and college courses, ECNC will fully support the requirements and recommendations that local districts and post-secondary institutions are required and recommended to uphold as well as complete the following:

i) N/A - The ECNC Program does not provide transportation for Early College students.

ii) All ECNC staff will follow the required use of facial coverings for themselves and students when located in indoor hallways and common areas. ECNC staff will rely on local districts' plan to provide and require students to wear face coverings and uphold this practice when ECNC students are at the Newaygo County RESA (NC RESA) facilities for coursework or programmatic connections.

iii) ECNC staff will be required to wear facial coverings 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.

iv) ECNC students participate in both high school courses and college courses at Muskegon Community College (MCC) and are, in effect, part-time high school and college students during grades 11 and 12 and resemble a full-time college student in grade 13. With this unique program model, ECNC students also participate in Early College programming expectations throughout the academic year.

For college courses, the ECNC Program will follow Muskegon Community College's safety guidelines as well as those upheld at NC RESA, where the majority of the college courses that might remain in-person will be held for grades 11 and 12.

For the local district high school classes that the ECNC students are expected to complete, all ECNC students will follow their local district's plan and safety guidelines. The Early College Program will anticipate that students will receive and use the facial covering provided to them from their local district when they participate in Muskegon Community College courses or participate in programmatic meetings at the Newaygo County RESA facilities.

v) N/A – The ECNC Program serves students in grades 11, 12, and 13.

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

When Early College students are participating in MCC coursework or ECNC programmatic offerings at the Newaygo County RESA facilities, the Early College Program will provide hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs that reinforce proper handwashing techniques. Soap will be provided for proper handwashing in public restrooms at the Newaygo County RESA facilities. ECNC staff will also 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.

The Early College Program will also educate, reinforce, and encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

The ECNC Program will also ensure frequent checks and refills of hand sanitizer during programmatic meetings and depend on the Newaygo County RESA facilities for systematically checking and refilling soap dispensers for proper hand hygiene practices.

The Early College Program will limit the sharing of personal items and supplies like writing utensils and strongly encourage students to keep personal items separate during programmatic meetings. ECNC staff will also limit the use of classroom materials to small groups and disinfect between use or provide adequate supplies for individual student use (e.g. paper handouts, pens, markers, etc.)

When Early College students are participating in their MCC courses, ECNC staff will strongly encourage students to practice proper hygiene techniques.

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

As a program of the Newaygo County RESA, all programmatic meetings occur within the Newaygo County RESA facilities. We will rely on NC RESA to perform the required cleaning practices for all classroom and computer lab areas that ECNC students interact with including but not limited to cleaning frequently touched surfaces including light switches, doors, benches, bathrooms, student desk areas, computer labs, and other hands-on classrooms. As our hosting agency and partner, we will depend on them to ensure safe and correct use and storage of cleaning and disinfection products, cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution for frequently touched surfaces, and having staff wear gloves, surgical masks, and face shields when performing all cleaning activities.

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

When Early College students gather for programmatic meetings, the ECNC program will require all students and staff to remain in the same room at NC RESA. All meals consumed will take place in this same meeting area to reduce traffic and ECNC staff will provide students and staff with disposable utensils. The Early College Program will recommend all students and staff to wash their hands before and after every meal and/or gathering per the required hygiene recommendations. Any personal water bottles that students or staff use will be clearly marked for individual use and no sharing will be allowed. Greetings with students and staff like handshakes, fist bumps, and other unnecessary contact will not occur. Alternative forms of greeting will be practiced.

ECNC will not host any indoor assemblies. Any field trips planned that require bus transportation to an indoor location will not occur.

5. **Screening**

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

The Early College Program will cooperate with the local public health department regarding implementing protocols for screening students and staff. With the majority of students being current high school students, the ECNC Program will rely on local districts' screening processes prior to students arriving to NC RESA facilities. If ECNC students become ill with symptoms of COVID-19 while at a NC RESA facility, they will be placed in an identified quarantined area with a surgical mask in place until they can be picked up. Staff caring for any symptomatic students will be strongly recommended to wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

When ECNC staff become aware of any ECNC students absent from classes, ECNC staff will follow-up with local districts to confirm that the students were not absent due to COVID-19. The ECNC Program strongly recommends that symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. ECNC staff also strongly recommends that all ECNC staff conduct daily self-examinations, including a temperature check, prior to coming to work. If staff exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they are strongly recommended to stay home.

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

The Early College Program will cooperate with the local public health department regarding implementing protocols for screening students and staff as well as for confirmed cases of COVID-19 and support in collecting contact information for any close contacts of the affected individual from two days before he/she showed symptoms to the time when he/she was last present at a NC RESA facility. With ECNC students still being current high school students, the ECNC Program will rely on local districts' screening processes prior to students arriving to NC RESA facilities. Any student who does not participate in their district's health screening process must complete a health screening on Skyward prior to coming to NC RESA for MCC courses or ECNC programmatic connections or students will need to complete a health screening upon arrival at NC RESA with an Early College staff member. The ECNC Program strongly recommends that students who develop a fever or become ill with COVID-19 symptoms at a NC RESA facility should wear a mask and be transported by a parent/guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. If ECNC staff develop a fever or become ill with COVID-19 symptoms at a NC RESA facility, staff should wear a mask and be transported for off-site testing. The Early College Program strongly recommends that symptomatic students and staff be sent home from their academic and/or professional duties and should be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.

If an ECNC student or staff member tests positive or there are clinically diagnosed cases of COVID-19 in the classroom meeting area and/or NC RESA facility, the ECNC Program will notify families and encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19 within an ECNC Cohort, ECNC staff will notify

ECNC students and families for those who are known to have spent more than 15 minutes less than six feet in close proximity to the student or staff member so that they can be quarantined for 14 days at home. The ECNC Program will strongly recommend to all students and staff to closely monitor themselves for any symptoms of COVID-19.

The Early College Program recommends that parents and guardians check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing. The ECNC Program also recommends that parents and guardians monitor for symptoms of COVID-19 and if any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow-up with their primary care provider.

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).

Since the Early College Program does not provide bus transportation on a regular basis, the Early College Program will rely on district transportation to provide the use of hand sanitizer before entering any bus that ECNC students use to come to their MCC courses at any of NC RESA facility. The ECNC Program will also rely on local school district transportation to follow the required practices for busing and student transportation. If the Early College Program provides bus transportation for any reason, the ECNC staff will incorporate all requirements outlined in the Roadmap to Learn. If an ECNC student becomes sick with a fever or with COVID-19 symptoms at a NC RESA facility, the student will be strongly recommended to wear a mask and be transported by their parent/guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. The ECNC Program will cooperate with the local public health department regarding implementing protocols for screening students and staff. Symptomatic students and staff will be strongly recommended to stay at home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.

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.**

When Newaygo County is in Phase 5 of the *Return to School Roadmap*, the Early College Newaygo County Program will follow all of the highly recommended protocols listed in Section C, Question 1 of the *Michigan Safe Start Plan* in addition to the following recommendations:

Mental and Social-Emotional Health Before Schools Reopen for In-Person Instruction:

- Since the Early College Program encompasses students who participate in both high school and college coursework, the ECNC staff will rely on the local school districts' *Michigan Safe Start Plan* to provide support for students before and throughout the school year in Phase 5 and will fully support each district's plan as a Program Partner.

- Before schools reopen for in-person instruction, the Early College Program will follow communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate local district support teams through the local district high school counselor.

- The Early College staff will participate in any of NC RESA's responsive, and ongoing training/PD as well as seek any needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

- The Early College Program will also designate a point person on staff to help centralize mental health referrals, communications to families/ students, and public-facing wellness materials.

- As a partner program of NC RESA and the local school districts, the ECNC Program will follow NC RESA's comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed following an acute incident (e.g., loss of student, loss of a school staff member). The ECNC Program will also utilize any regularly updated comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources. Additionally, ECNC will rely on NC RESA to leverage MDE resources for student and staff mental health and wellness support.

- The Early College Program will establish regular check-ins with staff to help evaluate physical and mental health statuses.

- The Early College Program will rely on and share any NC RESA resources on staff self-care.

- The Early College Program will communicate with parents and guardians, via a variety of channels, return to school transition information including destigmatization of COVID-19 and the health and safety protocols that the ECNC Program will uphold. Since the Early College Program encompasses high school student participation, the Program will also rely on local school districts' communication plan with parents and guardians about school transition information and resources.

Instruction Before Schools Reopen for In-Person Instruction:

- Governance: The Early College Program will connect with parents and guardians before schools reopen for in-person instruction to garner feedback about their experiences with remote learning. This will be accomplished through phone-based conversations or email communications.
- Instruction: The Early College Program will rely on and support local school districts' plans to support Early College students when participating in their high school curriculum. The ECNC staff will remain in communication with local school district

counselors regarding concerns, supports, and/or resources for ECNC students so that ECNC students receive aligned support both at their local school district and within the Early College Program. ECNC staff will work with MCC to secure supports for ECNC students who are transitioning to and currently engaged in postsecondary education.

- Communications and Family Supports: The ECNC Program will communicate through multiple modes to reach every family and student about the expectations and choices around the two delivery models of instruction and programmatic engagement that the ECNC Program will offer ECNC students during Phase 4 and 5.
- Instruction - *When Schools reopen for In-Person Instruction*: The Early College Program will rely on both the local school districts and our college partner, MCC, to provide and follow recommendations for when schools reopen for in-person instruction to ensure students are being supported. In addition to what local school districts and MCC will provide all students, the Early College Program is committed to offering individualized support to ECNC students as they participate in their college coursework. This will include but is not limited to navigation support with MCC online systems and resources, regular check-in through various modes like email communication, in-person programmatic connections, one-on-one meetings as well as support in communication with college staff/instructors, setting and supporting growth-mindset expectations, and supporting academic and access needs that might arise.

Operations Before Schools Reopen for In-Person Instruction:

- Facilities: Being a partner program with local school districts, MCC, and NC RESA, the Early College Program will rely on NC RESA for facility management and sanitation since the courses that students participate in are offered at a NC RESA facility and the programmatic meetings throughout the year are held at a NC REA facility. ECNC staff will follow all NC RESA guidelines about sanitation and safety including the active encouragement to students to use and follow the handwashing, coughing etiquette, and nose blowing guidelines.
- Budget, Food Service, Enrollment, and Staffing: The Early College Program will offer two delivery models of instruction to Early College students. One delivery model will encompass face-to-face connection and the other delivery model will be connecting virtually. To help inform and support understanding of the two delivery models that will be offered, ECNC staff will conduct phone calls and/or group-based virtual connections to provide information, answer questions, and aid students and families' understanding of each delivery model format.
- Technology: The Early College Program will survey all families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning and online college coursework. With this information the Early College staff will seek to support student technology needs through partner supports and resources. The Early College Program will convey with all students, parents, and guardians the technology needs for successful engagement in MCC courses. The Early College Program will provide access to a computer station for ECNC students during established office/class hours to support and facilitate technology and access needs. Students will also have access at their local school district for technology support.

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.*

The Early College Newaygo County Program will support all of the highly recommended protocols when Newaygo County is in Phase 5. Please see below for those highly recommended protocols that the Early College Program will follow:

Personal Protective Equipment:
- All ECNC staff will wear facial coverings 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.
- Students participating in the ECNC Program will be strongly recommended to wear a facial covering when located in indoor hallways and common areas at any NC RESA facility, except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades 11 and 12 are encouraged. Homemade facial coverings should be washed daily and disposable facing coverings should be disposed of at the end of each day.

Hygiene:
- The Early College Program strongly recommends and will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Early College staff will review 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.
- Early College staff will also teach students to cough and sneeze into their elbows, or to cover with a tissue. ECNC staff will also practice this hygiene protocol. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Early College students will wash their hands or use hand sanitizer after changing any classroom and ECNC staff will wash their hands or use sanitizer every time a new group of students enter their room.

Screening Students, Staff, and Guests:
- The Early College Program will utilize the NC RESA designated quarantine area and a staff person to care for students who become ill at NC RESA.
- Students who become ill with symptoms of COVID-19 at NC RESA will 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 students will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic ECNC students will be sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- The ECNC Program will rely on NC RESA to maintain strict records, including date

and time, of non-school employees or other visitors entering and exiting the building.

Testing Protocols for Students and Staff and Responding to Positive Cases:
- Early College students who develop fever or become ill with symptoms of COVID-19 at NC RESA will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- ECNC staff who develop a fever or become ill with symptoms of COVID-19 at NC RESA will wear a mask and should be transported for off-site testing.
- Early College parents and guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Any symptomatic Early College students and staff sent home from NC RESA are highly recommended to stay at home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

Responding to Positive Tests Among Staff and Students:
- The Early College Program will notify local health officials, staff, and students immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
    o The local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
    o The Early College staff will be informed with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
    o The ECNC Program strongly recommends that ECNC staff with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Food Service, Gathering, and Extracurricular Activities:
- The Early College Program does not serve food in a cafeteria setting. During programmatic meetings, self-served food will be available.
- The Early College Program highly recommends that all staff and students wash their hands or use hand sanitizer before and after the consumption of food.

- Any gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- If the Early College Program facilitates any field trips, the ECNC Program will comply with transportation guidelines within this document, including mandatory facial coverings.

Athletics:
- The Early College Program does not host or facilitate any indoor spectator events. If the ECNC Program started to provide indoor spectator events, we strongly recommend that they are limited to 50 people. Large scale outdoor spectator or stadium events will be limited to 250 people. Spectators not part of the same household will be strongly recommended to always maintain six feet of distance from one another.
- If the ECNC Program offers an indoor or outdoor event, ECNC students and staff will be strongly recommended to use proper hand hygiene techniques before and after every event and gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
  - All equipment will be disinfected before and after use.
  - If buses are used, they must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section. The ECNC Program will rely on the local district that the bussing comes from to comply with the cleaning protocols of their busses/vehicles.
- The Early College Program will strongly recommend that every ECNC student should have a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Cleaning:
- Since the Early College Program participates in courses and programmatic connections at the NC RESA facility, the ECNC Program will rely on NC RESA to follow the following protocols.
  - Frequently touched surfaces including lights, doors, benches, and bathrooms should 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 should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.
  - Student desks/stations should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
  - The ECNC Program does not utilize any playground structures.
  - Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
  - Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

Busing and Student Transportation:
- The Early College Program does not regularly provide transportation. The ECNC Program will rely on local districts' transportation to transport ECNC students to and

from their local high schools and rely on local school districts to comply with and strongly recommends local districts to abide by the following:

- o Use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- o The bus driver, staff, and all students in grades 11 and 12, if medically feasible, should wear facial coverings while on the bus.
- o Clean and disinfect transportation vehicles regularly. Students should not be present when a vehicle is being cleaned.
- o 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.
- o Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- o Create a plan for getting students home safely if they are not allowed to board the vehicle.
- o If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
- o If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.
- If the ECNC Program provides transportation for an event/meeting, the Early College Program will depend on the local district where the busing is being provided from to follow the strongly recommended protocols listed above before, during, and after transporting ECNC students.

Medically Vulnerable Students and Staff:

- The Early College Program will systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating ECNC students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- The Early College Program will create a process for ECNC students/families and staff to self-identify as high risk for severe illness due to COVID-19. The ECNC Program will offer ECNC students/families the choice between two delivery models of programmatic connection. One delivery model will incorporate face-to-face attendance and participation while following and adhering to the above mentioned required and strongly recommended health and safety protocols. The Early College Program will also remain in compliance with any new Executive Orders that might be given. The Early College Program will also offer a virtual delivery model for students to commit to for all required Early College programmatic components.
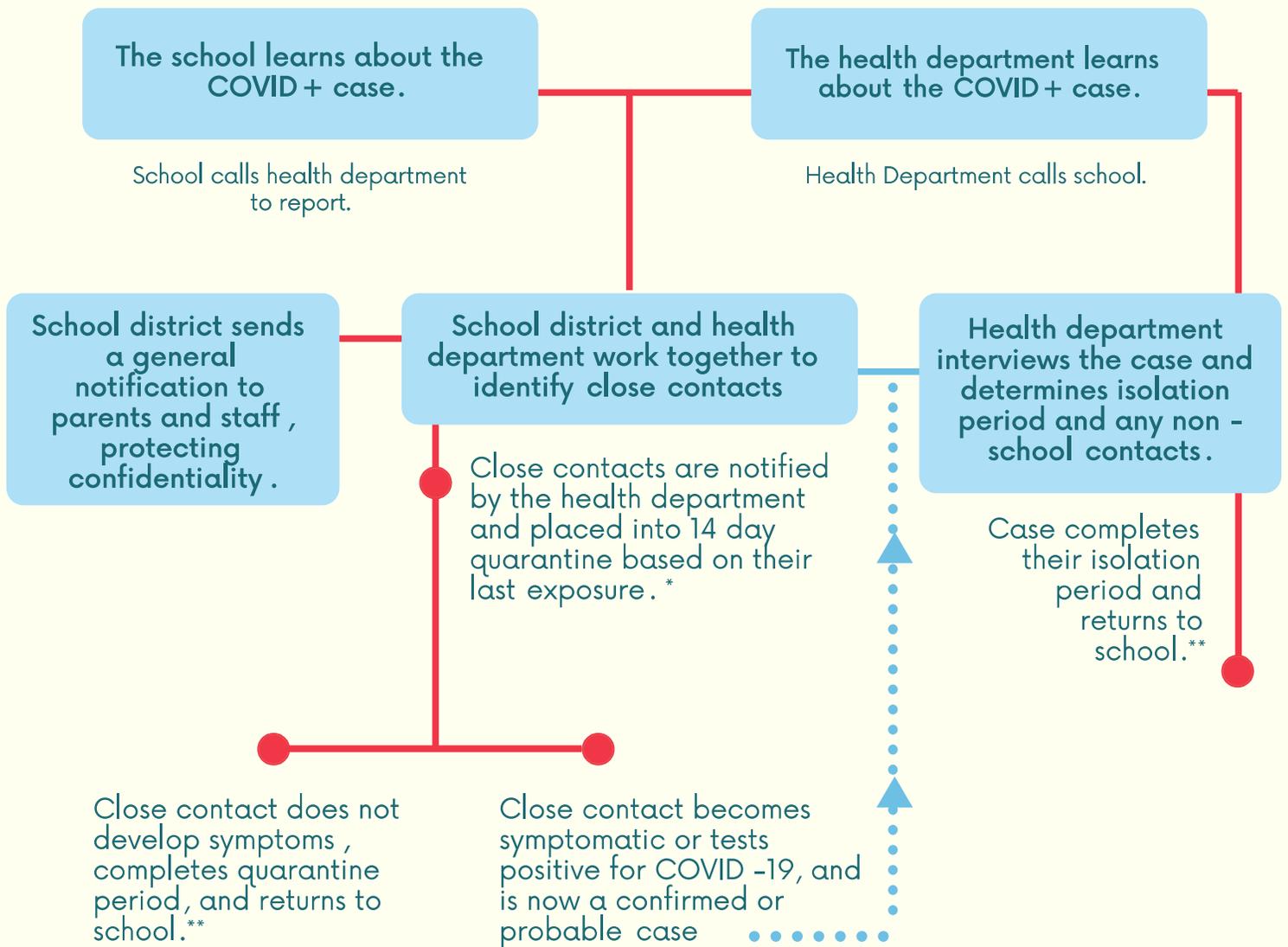
2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan.*

Addendum

Process for a COVID-19 Case at School

What happens when someone at school gets COVID-19?

Student/Staff is confirmed positive for COVID-19 with diagnostic test (nose/throat swab)

The school learns about the COVID+ case.

School calls health department to report.

The health department learns about the COVID+ case.

Health Department calls school.

School district sends a general notification to parents and staff, protecting confidentiality.

School district and health department work together to identify close contacts

Close contacts are notified by the health department and placed into 14 day quarantine based on their last exposure. *

Health department interviews the case and determines isolation period and any non-school contacts.

Case completes their isolation period and returns to school.**

Close contact does not develop symptoms, completes quarantine period, and returns to school.**

Close contact becomes symptomatic or tests positive for COVID-19, and is now a confirmed or probable case

*If someone is placed in quarantine, they may decide to get a COVID-19 test, but a negative result will NOT shorten the length of the quarantine period.

**The health department can issue an official letter or other documentation releasing people from isolation or quarantine. Schools may use the this letter to determine when to allow return to school.

DISCLAIMER: This information was developed based on the latest information, but is subject to change at any time.

Addendum

Process for COVID-19 Exposure at School

How to handle symptoms and household exposures?

1.

Does student have symptoms of COVID-19?

Yes, symptoms:

Are they at higher risk of getting COVID-19*?

Yes, at higher risk:

The student is excluded from school until:
- 24 hours with no fever (without fever-reducing medication) AND
- Symptoms have improved AND
- 10 days since symptoms first appeared

---OR---

They have received a negative COVID-19 test AND have met the criteria for return to school in "Managing Communicable Diseases in Schools"

No, not at higher risk:

The student/staff person may return based on the guidance for their predominate symptoms (see "Managing Communicable Diseases in Schools").

2.

Are they a close contact of a known COVID+ case?

Yes, close contact:

The student is excluded from school until 14 days past last known exposure to COVID+ person. If one or more negative tests are received, it does not change the length of the quarantine period, and does not allow them to return to school early.

3.

Are they a household member or close contact of a person with symptoms or a pending COVID-19 test?

Yes:

Household members, classmates, and other close contacts of a symptomatic but undiagnosed person, or a quarantined person may continue to attend school and should monitor for symptoms. They do not need to be excluded from school. If symptoms develop, they should call their medical provider to be tested for COVID-19. If the household member or contact is diagnosed with COVID-19, they should follow step 2, above.

If the answers to the above questions are "no", and the person is not being isolated or quarantined for COVID-19, the staff or student may attend school.

This is a summary document that may not cover all scenarios. If you are concerned about a less common COVID-19 exposure situation at school, please contact your local health department for guidance.

*Students at higher risk of exposure to COVID-19 include those who in the past 14 days, had close contact with a person with confirmed COVID-19, had close contact with person under quarantine for possible exposure to COVID-19, or has a history of international travel, or have been on a cruise or lives in an area with high levels of COVID-19 in the community (Risk Level 1-3 found at www.mistartmap.info.

COVID-19 Privacy and Contacts

● What happens when someone at school gets COVID-19?

1. The school and health department learn about someone with COVID-19 (someone diagnosed with COVID-19 is a "case").
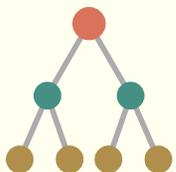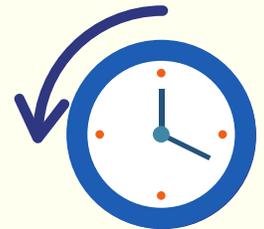
PRIVACY IS IMPORTANT.

Only a select few at the school will know the identity of the person. They help the health department figure out who were close contacts to the case. The person's identity is kept confidential to respect their privacy as well as following regulations of FERPA (for schools) and HIPAA (for the health department).

2. Close contacts are identified and notified.

What is a close contact? It typically is someone being within 6 feet (about 2 arms' length) of an infected person for at least 15 minutes.

A person with COVID-19 is considered contagious starting 2 days (48 hours) before they started having symptoms. If they never have symptoms, they are considered contagious starting 2 days (48 hours) before their COVID-19 test was performed.

Close contacts are at risk of getting sick, and must be identified and be in quarantine. **Quarantine separates people who were exposed to a contagious disease to see if they become sick.**

...but what about contacts to close contacts?

Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted.

EXAMPLE

Bob sits next to Fred in class. Fred gets sick with COVID-19. Bob needs to be quarantined, even though he is healthy at this time. Bob plays on the football team, and Fred does not. No one on the football team has been near Fred. Therefore, the football team does not need to be quarantined. Hopefully, Bob will not get sick and will be back to school and football in a couple of weeks.

> The Early College Newaygo County Program plans to include all the highly recommended protocols from the *Return to School Roadmap* when Newaygo County is in Phase 5 of the *Michigan Safe Start Plan*. Please see section C, question 1 for additional information.

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.**

> The Early College Newaygo County Program plans to support all highly recommended protocols included in the *Return to School Roadmap* when Newaygo County is in Phase 4 of the *Michigan Safe Start Plan*. Please see section B of this Preparedness and Response Plan for additional information.

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:
August 10, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:
August 10, 2020 Regular Meeting Minutes

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

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

www.ncresa.org

Name of District/PSA/Nonpublic Leader Submitting Plan:

Dr. Lori Tubbergen Clark, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:
August 10, 2020

Date Submitted to State Superintendent and State Treasurer: August 12, 2020