Detroit Academy of Arts and Sciences COVID-19 Preparedness and Response Plan

Address of School District: 2985 E. Jefferson, Detroit, MI 48207

District Code Number: 82929

Building Code Number(s): 08489, 08945

District Contact Person: Maurice Morton

District Contact Person Email Address: Mmorton@daask12.com

Local Public Health Department: City of Detroit Health Department, Denise Fair

Local Public Health Department Contact Person Email Address: dhdoutbreak@detroitmi.gov

Name of Intermediate School District: Wayne County RESA

Name of Authorizing Body: Oakland University

Date of Adoption by Board of Directors:
• The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.

• The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.

• The Academy will be or is closed to in-person instruction when the region in which it is located is in Michigan Safe Start Plan Phases 1-3.

• The Academy’s sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in Michigan Safe Start Plan Phases 1-3.

• The Academy will 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 Academy 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 if applicable.

• The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

President of the Board of Directors: [Signature]
Date: 8/12/2020

Introduction and Overview
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Detroit Academy of Arts & Sciences is a K through 8 Charter School District, also known as DAAS. DAAS serves the educational needs of students throughout the City of Detroit. We also provide transportation to nearly 80% of our students. Our 2019-20 enrollment was 1060 students.

DAAS was one of the first schools to begin Virtual Learning after the announced closure of schools on March 13, 2020. We were able to survey our families and provide almost 400 devices to students in need of technology. Our staff provided high quality learning during the pandemic under our Continuity of Learning Plan. Classes ran daily from 10am to 2pm and students were provided a wealth of resources to help them with their work. The Mission of the Detroit Academy of Arts and Sciences is “to provide a high quality, wholistic education anchored in the arts and sciences that prepares our students to compete in a global society.”

- **We believe** that the world of tomorrow depends on how well we educate, challenge and nurture our children today.

- **We pledge** to promote education and the principles of self-esteem, self-respect, self-discipline and respect for others, their diverse backgrounds, cultures and family structures.

- **We commit** to reduce the barriers that prevent our children from learning and to create family and community networks that will support their development.

- **We encourage** families, citizens, community organizations, schools and government to join us in creating a safe and positive learning environment for all children.

- The Detroit Academy of Arts and Sciences’ vision is to be a premier school district that is committed to quality education for all students. We will be recognized as a world class leader in education by providing a state of the art learning environment...

  ... where every student is given an opportunity to explore his or her interests and talents and to become a better analytical and critical thinker who is well rounded, self-reliant, self-sufficient, productive and a life-long learner prepared to compete in and add value to the global society;

  ... where every staff member is highly qualified in his or her chosen field of expertise and possesses the passion, the proficiency and the professional commitment to guide students in reaching the highest academic standards;

  ...where every parent commits to a partnership that supports dialogue and empowers staff and students to succeed; and

  ...where every school site is safe and secure and provides an exciting, challenging, technologically advanced learning environment that is designed to deliver a comprehensive, creative and innovative curriculum. It is our vision to make trends – not follow them.
Our Mission, Visions, and Beliefs guide us in our decision making and values. We believe that every child deserves a high quality education anchored in the arts and sciences. We also believe that every member of our DAAS family must commit to partnerships and goals that further the education, achievements, and growth of every student. The Plans for Face to Face and Virtual learning have been thoroughly discussed with our students best interests as the guiding principle.

Our plans were developed with the help and participation of all communities, including staff, Board Members, parents, students, and administrators. We are proud of the plans that we have agreed upon and feel that they will best serve the students and families of DAAS. We also believe that these plans will ensure high quality instruction and safety of students while also ensuring the safety and roles of staff members and our families.

Ultimately, we have decided to offer face to face and virtual options under Phase 4 of our plans and will be prepared if we ever need to revert back to Phases 1 thru 3 for Virtual only learning.
Plan for Operating during Phases 1, 2 or 3 of the Michigan Safe Start Plan

Personal Protective Equipment and Hygiene
- DAAS has closed for all in-person instruction.

Spacing and Movement
- DAAS has closed for all in-person instruction.
- DAAS school buildings will not be used by licensed child care providers during phases 1-3.
- DAAS school employees/contractors are permitted to be physically present in school buildings for the purpose of basic school operations and maintenance but will be required to wear a mask and socially distance at all times.

Facilities
- DAAS will regularly audit necessary materials and supply chain for cleaning and disinfection supplies. Our contracted company RNA and coordinator of cleaning services will maintain a schedule to regularly monitor and assess cleaning needs.
- DAAS will continue to maintain schools in good working order to prepare for the subsequent return of students. Cleaning will be done regularly while students are away.
- DAAS will execute school cleaning and disinfection protocols according to the CDC School Decision Tree.
- DAAS custodial staff are recommended to wear surgical masks when performing cleaning duties. DAAS will not be open for elections or other activities.
- DAAS will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies and work with WRESA on group orders of supplies and PPE.
  - Advocate for ISDs to coordinate with LEMPs.

Screening Students
- DAAS has closed for all in-person instruction.

Responding to Positive Tests Among Staff and Students
- DAAS has closed for all in-person instruction.

Food Service, Gatherings and Extracurricular Activities
DAAS will continue to serve food to our students. Our bus transportation team will deliver food to each of our students two days per week. Their family will receive enough food for the week. This service is open to the community and not just our students. We want to be a beacon of light during these tough times. The food will be distributed along the student bus routes. The District will continue to provide or arrange for continuation of food distribution to eligible pupils via bus transportation to each student bus stop for pickup. www.daasdistrict.org

DAAS will provide food service workers proper training for preparing food for distribution to students and/or their families.

DAAS will ensure continued food distribution to eligible students via transportation services.

DAAS has discontinued all inter-school activities.

DAAS has suspended all after-school activities.

DAAS will establish and communicate guidelines to all staff regarding identification and rapid referral of at risk students to appropriate building-level support teams.

Phase 1, 2, or 3 Mental & Social-Emotional Health

DAAS will implement a mental health screening for all students by a trained professional. Any screening will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines. -Contact The School Nurse via email at jlewis@daask12.com.

DAAS will provide all staff with timely, responsive, and ongoing training/professional development as well as 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, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. Crisis Counseling - Counselors provide support via text message 24/7. Additional resources can be found on www.daasdistrict.org under the Nurse’s Corner tab.

DAAS will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources: Disaster Distress Helpline - A 24/7 helpline dedicated to providing immediate crisis counseling for people experiencing emotional distress. This helpline offers confidential counsel support and is multilingual. Additional resources can be found on www.daasdistrict.org under the Nurse’s Corner tab.
• DAAS will establish ongoing reporting protocols for school staff to evaluate physical and mental health status.

• DAAS will provide resources for staff self-care, including resiliency strategies, as well as REACH Detroit Partnership (virtual therapy) - A collaborative virtual therapy. This is a 24/7 service that offers coping skills for teens, families, and resources on grief/loss, mental health issues such as anxiety, depression and stress. Additional resources can be found on www.daasdistrict.org under the Nurse’s Corner tab.

• DAAS has designated a mental health liaison (the School Nurse) who will work across the school, local public health agencies, and community partners. Information can be found online at www.daasdistrict.org under the Nurse’s Corner tab.

• DAAS will leverage MDE resources for student and staff mental health and wellness support.

• DAAS will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19. Blue Care Network is our health care provider. If needed, staff can contact the healthcare provider directly. Some medical providers conduct virtual appointments, this service is covered. Souzan Haddad can be reached at 248-225-5104.

• DAAS will communicate with parents and guardians, via a variety of channels, return to school transition information including:
  ○ Destigmatization of COVID-19
  ○ Understanding normal behavioral response to crises.
  ○ General best practices of talking through trauma with children.
  ○ Positive self-care strategies that promote health and wellness.

**Rapid Referral (RTI) for Virtual Learning**

Establish and communicate guidelines to all staff regarding identification and rapid referral of at risk students to appropriate building-level support teams

**Rapid Referral (Virtual RTI) Steps:**

• Teacher either identifies or student/family expresses difficulty/need for referral
• Teacher completes RTI form (link below) to document tier 1 interventions
  ○ [https://docs.google.com/document/d/1bSKejCJAQ7bU6jGE9qo49sElNvm5uHBmcnV110eeL0/edit](https://docs.google.com/document/d/1bSKejCJAQ7bU6jGE9qo49sElNvm5uHBmcnV110eeL0/edit)
• If interventions are successful, continue with documented interventions as necessary
• If Interventions are not successful (2 weeks), bring RTI paperwork to lead teacher for further strategies.
• Lead teacher brings RTI to AEO
  ○ AEO reviews RtI form with *Solutions Team* and does one of the following:
- Provides support for more effective tier 1 interventions with a follow up date within 2 weeks for progress monitoring
- Assigns student to appropriate Tier 2 support provider or Applicable service referral
  - Reading Specialist
  - Tutor
  - Behavior Specialist
  - Community Partners
- Refer to Tier 3 services
  - Special Education Services
  - Social Worker

*Solutions Team will consist of Administrator, Teacher, Parent, Relevant Tier 2 staff, & Special Education Team member.

*All meetings will be held virtually

Phase 1, 2, or 3 Instruction

Governance
- DAAS has consistently met with stakeholders to provide feedback on the remote learning plan. DAAS has received feedback from students, parents, and staff through surveys and use of qualitative data.

Remote Instruction
- DAAS stakeholders (families, students, and staff) will regularly receive surveys to provide feedback on the remote learning plan and quality of instruction. We will continue to revise our plan based on stakeholder feedback.
- DAAS will provide a series of opportunities for students to participate in high quality instruction. DAAS teachers will utilize the following approved instructional platforms:

| Core Curriculum and Platforms for Remote Learning* |
|-----------------|----------|----------|
|                 | K-2      | 3-5      | 6-8      |
| Learning Platforms | Google Classroom | Google Classroom | Google Classroom |
|                   | Schoology | Schoology | Schoology |
|                   | Seesaw   | Seesaw   | Seesaw   |
| Foundational Skills | Math Seeds | Skills Block | Skills Block |
|                   | Reading Eggs |          |          |
|                   | Skills Block |          |          |

Detroit Academy of Arts and Sciences COVID-19 Preparedness and Response Plan 8
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*Supplemental Curriculum/Platforms must be vetted with school leaders prior to regular use*

- DAAS will support schools to assess every student in grades K-8 during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.
Student progress/achievement should be assessed and celebrated consistently. Assessments include the following:

- Illuminate and Amplify Quarterly Assessments (Social Studies and Science)
- Daily Exit Tickets
- End Of Module Assessments
- ANet quarterly and short cycle assessments (ELA and Math)
- IReady and/or MAP (3 times per year)
- EL Benchmark Assessment (K-2)
- Kindergarten Readiness Assessment

- DAAS will review students’ IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child’s needs based on assessment data and parent feedback, and design accommodations and match services accordingly.

All supports in a child’s IEP should still be met to the greatest degree possible- check ins, scaffolded readings, outlines, etc. The Special Education teacher should first and foremost be focused on just checking in with our IEP students (some students may need live video or audio check ins for support). The General Education teacher should send the assignment they are planning for the week to the Special Education teacher and they should support their learning during the designated service hours.

We will follow modifications and accommodations in the student’s IEP. IEP meetings will be held via Zoom platform. Zoom meetings will be scheduled with students on SPED caseloads.

- DAAS will conduct regular checkpoints with school leaders around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional support.

- A continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers will be created for each student needing support.

Communication & Family Supports

- DAAS will make every effort to communicate with our families. Every family will be expected to join our DOJO platform for instant communication to and from school. Parents will also be a part of our all call system that will send regular updates to parents phones and emails. All parents will receive weekly messages and will participate in quarterly parent teacher conferences. Parents will be notified of the following, but not limited to:
  - Expectations around the duration of the closure and reopening;
  - Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
• Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and

• DAAS will also provide training on accessing and using the school’s digital systems and tools through workshops for families that will build our communities digital literacy.

Professional Learning

• DAAS will continue to provide professional learning and training through virtual modes for educators. The following is what our staff will receive for professional development from July - June:

We will continue to support your learning during this time. We are not expecting anyone to be an expert at the technology or the online platforms. We will continue with weekly PLCs and Professional Development via Zoom. We will provide support with lesson internalization, looking at student level data, understanding the online platforms, Social Emotional Learning, trauma informed best practices, and unpacking standards. If you need individualized support, please reach out to your building administration or any of the coaches.

Summer Professional Learning will include supports with the following platforms:

• Powerschool
• Technology and Tech platforms
  • IReady-K-8
  • LearnZillion
  • Google/BlueJean/Seesaw/Classflow- whichever ends up as the preferred platforms
  • Class Dojo
  • Robo Teacher

• Family Engagement
• SEL/ Trauma Informed Teaching
• Standards Deep Dive- Math and ELA
  • Hybrid Curriculum
  • Bridges online platform
  • ELA revised
  • Social Studies Revised
  • Illustrative Math training
  • Leveraging data to drive tier 2 instruction
  • Station/Centers teaching
  • Lesson Planning will be embedded throughout the two days of curriculum PD
Monitoring

- DAAS will activate plans to monitor and assess the following:
  - Connectivity and Access:
    Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork. Teachers will check in with all students on a weekly basis. Those students that are not able to access technology for whatever reason, will be assigned a technology help desk ticket. The technology help desk will provide the support necessary to ensure that each student has the capability to engage in and complete their schoolwork. DAAS will provide hotspots and computer devices to every family that is in need.

  - Attendance:
    DAAS will develop systems to monitor and track students’ online attendance on a daily basis. Students' attendance is monitored daily. We will monitor attendance based on their engagement in online learning. Students will be marked present if they attended or watched the digital lesson and also completed the corresponding assignments.

  - Student Work:
    Teachers will assess the quality of student work and provide feedback to students and families. Students will self-assess the quality of work, reflect on teacher feedback, and learning progress. Teachers are expected to assess student work consistently using the following rhythms:
    - Daily through virtual teaching
    - Weekly through individual check-ins
    - Daily through feedback on written/submitted work
    - Weekly through Friday Celebrations

Phase 1, 2, or 3 Operations

Technology

- DAAS will survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning. We will have surveys ready prior to the start of school and will monitor regular throughout the school year.

- DAAS will designate a single point of contact in each school to plan and communicate with district technology teams. Our contracted IT company, Macro-Connect will work with our IT teams on all planning.
DAAS will develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom. We will utilize our IT company, Macro-Connect and our coaches to conduct PDs for staff and how to embed into their practices.

DAAS will identify a device and/or general technology support lead for each school who will work with identifying and addressing needs of our parents and students.

DAAS will assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet. Contact information and the ability to do online help tickets will be available for families.

DAAS will develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures will include:
  - Safely bagging devices collected at schools;
  - Sanitizing the devices prior to a repair or replacement evaluation;
  - Ordering accessories that may be needed over the summer; and
  - Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.

DAAS has identified and utilizes an asset tracking tool. Each device will be tagged prior to distribution and asset tag numbers along with names placed on our tracking tool.

DAAS will utilize Macro-Connect to assist with processing, returning, and maintaining devices, if needed.

DAAS will develop on-site triage of staff and student devices to minimize the time that staff may be without a device.

DAAS will prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested.

DAAS technology support plan for families includes the availability of help desks, call in and online support and select scheduled days for face to face support.

DAAS will continue to monitor device usage and compliance with online learning programs.

DAAS will provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access. DAAS will work with local Internet and hot spot providers to ensure connectivity for our students.
• DAAS will ensure that students can submit assignments and be evaluated accordingly.

• DAAS will schedule ongoing staff training on platforms and tools. PDs will occur weekly for staff and online help will be available for parents and students.

• DAAS will review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.

• DAAS will ensure every student has access to the appropriate technology and connectivity needed to continue learning. DAAS plans to provide every student with a device for use at home and will help to secure internet connectivity.

All students will receive either a Chromebook or IPad for next school year. DAAS will be a 1:1 district with our technology. If families are in need of Wi-fi access they are able to do so through their local provider. If they are not able to connect utilizing their local provider, for any reason, we will provide hot spots to families with connectivity issues. Technology that can be repaired remotely will be done so following technology tickets being submitted to the info@helptec.com in a timely manner. The technology team will be rolling out and repairing technology every Tuesday. If parents need to return or check out a device, they are able to do so weekly on Tuesdays from 10-1.

**Plan for Operating during Phase 4 of the Michigan Safe Start Plan**

**Phase 4 Safety Protocols**

Protocols that are Strongly Recommended that DAAS will not adopt:

• On page 23 under Spacing, Movement and Access, it is Strongly Recommended that schools space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. DAAS will not adopt this protocol as our classroom sizes vary throughout our buildings and 6 feet spacing is not possible in most. We are able to separate desks 4 to 5 feet apart and will still be able to ensure the safety of our students and staff. Our face to face plans will still significantly reduce our class sizes by up to 33% while allowing for 18 to 20 students per classroom. We will install clear desk shields and/or barriers between desks in classrooms that do not have 6 feet spacing.
Phase 4 - Screening Students and Staff (Page 24)

- DAAS will cooperate with the local public health department regarding implementing protocols for screening students and staff. For students- Temperature checks will be performed prior to loading the bus each day. For staff- We will utilize the MI Symptoms Web Application daily.

- DAAS will identify and designate a quarantine area and a staff person (the School Nurse) to care for students who become ill at school.

- DAAS will place students who become ill with symptoms of COVID-19 in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff (the School Nurse and support staff as needed) caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

- DAAS will require symptomatic students sent home from school to be kept home until they have tested negative or have completely recovered according to CDC guidelines.

- DAAS will require staff to conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home. DAAS will be using the MI Symptoms Web Application.

Phase 4 - Testing Protocols for Students and Staff and Responding to Positive Cases (Page 25)

- DAAS will cooperate with the local public health department regarding implementing protocols for screening students and staff. For students- Temperature checks will be performed prior to loading the bus each day. For staff- We will utilize the MI Symptoms Web Application daily.

- DAAS will require students who develop a fever or become ill with COVID-19 symptoms at school to wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Offsite testing locations can be found on www.daasdistrict.org under the Nurse’s Corner tab.

- DAAS will require staff who develop a fever or become ill with COVID-19 symptoms at school to wear a mask and be transported for off-site testing. Contact your medical care provider for offsite testing locations.
• DAAS will require symptomatic students and staff sent home from school to be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. See the Sick Day Policy below.

COVID-19 Return to School Sick Day Policy

The purpose of this policy is to outline the DAAS sick day guidelines. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community. These procedures have been thoughtfully developed with local, state, and national guidance to ensure best practice.

Sick Day Guidelines

• Symptoms Requiring Absence
  ○ Active vomiting or diarrhea
  ○ Fever/chills/generalized body aches

In light of recent events, fever threshold will constitute 100.4 degrees Fahrenheit or higher per WHO recommendation.

If presenting with COVID-19 symptoms (fever, cough, shortness of breath),
  ○ Have a parent/guardian call DOH Hotline at 888-535-6136 for guidance regarding presenting symptoms if testing for COVID-19 is warranted and for further recommendations PRIOR to going to the doctor unless medical emergency.
  ○ Encourage video conferencing.
  ○ Per the DOH and the CDC, as well as the NASN, these guidelines have been recommended for stay-at-home isolation:
    ○ Symptom-based strategy
      ○ 10 days have passed since symptoms first appeared
      ○ No fever for 72 hours (3 full days) without the use of fever reducing medication
      ○ Other symptoms have improved such as cough and shortness of breath
      ○ Other options also includes 2 and 3 above PLUS two negative tests spaced at least 24 hours apart (this may facilitate quicker return).
    ○ Time-based strategy
      ○ This strategy is intended for individuals who have tested positive but are asymptomatic.
      ○ The CDC recommends 10 days of home isolation after a positive test due to recent updates about duration of viral shedding

      If an individual has been EXPOSED to a COVID positive individual, the CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected.
      ○ The CDC addresses the possibility of varying quarantine times by stating that “it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.”

Detroit Academy of Arts and Sciences COVID-19 Preparedness and Response Plan

16
The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)
Undiagnosed, new, and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.)
Doctor’s note requiring an individualized plan of care to stay home.

- **When to Return**
  If diagnosed with COVID19, with or without positive test and/or symptoms, please refer to CDC protocol for return to school or work. *This may need to be considered for family and/or household members who are positive of COVID19, as carriers can be asymptomatic.*
  First month after school re-opens
  - Active vomiting or diarrhea - 72 hours since last episode
  - Fever - 72 hours fever-free without the use of fever-reducing medication IF not diagnosed COVID positive or presumed positive.
  - After 24 hours on antibiotics for variety of bacterial causes
  - Doctor’s note of clearance for various student-specific medical conditions
  After first month
  - Same as above, with the exception that the 72 hour period is reduced to 24 hours symptom free.

- **School Support**
  Students, faculty, and staff will be highly encouraged to stay home if they are sick. If an individual presents to school with the above-mentioned “Sick Day Guidelines” symptoms, they will need to go home until clearance criteria for school return is met.
  **Academic**
  - Detroit Academy of Arts & Sciences will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis with the student in touch with their corresponding Divisions. Long-term absences will be evaluated if criteria is appropriate for medical leave or other potential medical accommodations.
  **When to Visit Health Office**
  - Student may independently ambulate to office for variety of individualized needs, so long as none of the following symptoms are present:
    - Confusion/“doesn’t seem to be them self”/disorientation
    - Decreased level of consciousness
    - Shortness of Breath/Respiratory Distress
    - Dizziness/Lightheadedness
    - Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE POSITION
    - Vision impairment
    - Diabetic “Lows”
    - Hemodynamic compromise
○ Individualized triage judgement call of faculty/staff or based off reported condition as directed by school nurse
○ Students need to stay in place for in-person evaluation and/or wheelchair ride to office if any of above-mentioned criteria are met, or per faculty/staff best judgement.
○ If it is an emergency, 911 should NEVER be delayed. Activate EMS and delegate as appropriate.
○ In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion please note that students do NOT need to present to Health Office with the following common situations:
○ Paper cuts, small abrasions, picked scabs - have them wash hands and apply band aid if needed.
○ Minor headaches and/or fatigue - allow them to get snack/drink water first. Better after 20 minutes?
○ Mild stomach ache and/or nausea - allow to use the restroom, drink water, and have snack first. Better after 20 minutes?
○ Localized bug bite - if no allergy history and not spread over large area of skin, apply cool paper towel to area to help prevent scratching
○ Anxiety/Stress/Psychosocial Issues - if not affecting breathing or medical health try snack, redirection, or please refer to counseling or other applicable services for collaboration.

• DAAS will notify families of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

• DAAS will make immediate efforts in the event of a lab or clinically diagnosed case of COVID-19, to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored for any symptoms of COVID-19. Only those that develop symptoms require testing for COVID-19.

Responding to Positive Tests Among Staff and Students (Page 25)

• DAAS will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and 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 at the school.
DAAS will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. DAAS can help the local health department by collecting data and contact information of those exposed.
- Note: DAAS will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test). Refer to the Staff Policies and Procedures Handbook for further information.

**Food Service, Gatherings, and Extracurricular Activities**
- DAAS will prohibit indoor assemblies that bring together students from more than one classroom.
- Students, teachers, and staff should wash hands before and after every meal. Students, teachers and staff should wash their hands before and after every event.
- DAAS will supply students with school supplied meals, to be delivered to each classroom with disposable utensils.
- DAAS will discontinue all large scale assemblies of more than 50 students.

**Medically Vulnerable Students and Staff (Page 28)**
- DAAS will inform parents that nebulizer treatments will not be performed onsite this school year due to COVID-19. It has been suggested that parents contact their provider to switch to a metered dose inhaler as an alternative form of treatment.

**Phase 4 Mental & Social-Emotional Health (Strongly Recommended)**
- DAAS will implement a mental health screening for all students by a trained professional. Any screening will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines. Contact The School Nurse via email at jlewis@daask12.com.
• DAAS will provide all staff with timely, responsive, and ongoing training/professional development as well as 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, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. Crisis Counseling - Counselors provide support via text message 24/7. Additional resources can be found on www.daasdistrict.org under the Nurse’s Corner tab.

• DAAS will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources: Disaster Distress Helpline - A 24/7 helpline dedicated to providing immediate crisis counseling for people experiencing emotional distress. This helpline offers confidential counsel support and is multilingual. Additional resources can be found on www.daasdistrict.org under the Nurse’s Corner tab.

• DAAS will establish ongoing reporting protocols for school staff to evaluate physical and mental health status.

• DAAS will provide resources for staff self-care, including resiliency strategies, as well as REACH Detroit Partnership (virtual therapy) - A collaborative virtual therapy. This is a 24/7 service that offers coping skills for teens, families, and resources on grief/loss, mental health issues such as anxiety, depression and stress. Additional resources can be found on www.daasdistrict.org under the Nurse’s Corner tab.

• DAAS has designated a mental health liaison (the School Nurse) who will work across the school, local public health agencies, and community partners. Information can be found online at www.daasdistrict.org under the Nurse’s Corner tab.

• DAAS will leverage MDE resources for student and staff mental health and wellness support.

• DAAS will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19. Blue Care Network is our health care provider. If needed, staff can contact the healthcare provider directly. Some medical providers conduct virtual appointments, this service is covered. Souzan Haddad can be reached at 248-225-5104.

• DAAS will communicate with parents and guardians, via a variety of channels, return to school transition information including:
  ○ Destigmatization of COVID-19
  ○ Understanding normal behavioral response to crises.
○ General best practices of talking through trauma with children.
○ Positive self-care strategies that promote health and wellness.

Phase 4 Instruction

Governance

○ DAAS has consistently met with stakeholders to provide feedback on the remote learning plan.

○ DAAS have received feedback from students, parents, and staff through surveys and use of qualitative data.

Instruction

Phase 4-5 options will include the following:

○ Physical classrooms will remain between 15-20 students based on size of the room and with social distancing in mind.

○ Students will have the option of returning to physical school or remain a full time virtual student.
○ Students that opt into returning to physical school will remain in their homeroom classes for a full day.

○ Students will only move out of their classrooms for bathroom breaks (every 2 hours), transitioning to and from buses, and outdoor recess.

○ Students that choose to be virtual will participate in all classroom lessons via Zoom as part of the Robo Classroom (virtual and physical student in one classroom).

○ Lunch will be delivered to classrooms. Homeroom teachers will be expected to eat lunch with their students.

○ Teachers will transition to classes per the proposed schedules.

Breakdown by grade levels:

○ K-1 classes will be limited to 15 students total.

○ 2nd - 8th grade classes will have a maximum of 25 students
Those classes will include students inside of the physical classroom (maximum of 20 based on room size for social distancing). While the remaining students will join class via Zoom platform virtually (maximum of 12 per classroom) from home.
## Mock Student Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td><strong>Group A students</strong></td>
<td>AM Classroom ELA and Social Studies</td>
<td>AM Classroom Math and Science</td>
<td>AM Classroom ELA and Social Studies</td>
<td>AM Classroom ELA and Social Studies</td>
<td>AM Classroom ELA and Social Studies</td>
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<td>Lunch/Special</td>
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<td></td>
<td>PM Classroom ELA and Social Studies</td>
<td>PM Classroom Math and Science</td>
<td>PM Classroom ELA and Social Studies</td>
<td>PM Classroom ELA and Social Studies</td>
<td>PM Classroom Math and Science</td>
</tr>
<tr>
<td><strong>Group B students</strong></td>
<td>AM Classroom Math and Science</td>
<td>AM Classroom ELA and Social Studies</td>
<td>AM Classroom Math and Science</td>
<td>AM Classroom ELA and Social Studies</td>
<td>AM Classroom Math and Science</td>
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<td></td>
<td>Lunch/Special</td>
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<td></td>
<td>PM Classroom ELA and Social Studies</td>
<td>PM Classroom Math and Science</td>
<td>PM Classroom ELA and Social Studies</td>
<td>PM Classroom ELA and Social Studies</td>
<td>PM Classroom Math and Science</td>
</tr>
<tr>
<td><strong>Virtual Students</strong></td>
<td>AM Remote ELA and Social Studies</td>
<td>AM Remote ELA and Social Studies</td>
<td>AM Remote ELA and Social Studies</td>
<td>AM Remote ELA and Social Studies</td>
<td>AM Remote ELA and Social Studies</td>
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<tr>
<td><em>Will join class with their assigned groups A or B</em></td>
<td>Lunch/Special</td>
<td>Lunch/Special</td>
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<td>PM Remote Math and Science</td>
<td>PM Remote Math and Science</td>
<td>PM Remote Math and Science</td>
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</tbody>
</table>

- DAAS stakeholders (families, students, and staff) will regularly receive surveys to provide feedback on the remote learning plan and quality of instruction. We will continue to revise our plan based on stakeholder feedback.
- DAAS will provide a series of opportunities for students to participate in high quality instruction. DAAS teachers will utilize the following approved instructional platforms:

<table>
<thead>
<tr>
<th>Core Curriculum and Platforms for HYBRID Learning*</th>
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</thead>
<tbody>
<tr>
<td><strong>K-2</strong></td>
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<tr>
<td>Learning Platforms</td>
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<tr>
<td>Foundational Skills</td>
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<tr>
<td>ELA</td>
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<tr>
<td>Math</td>
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<tr>
<td>Science</td>
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<tr>
<td>SS</td>
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<tr>
<td>Specials</td>
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*Supplemental Curriculum/Platforms must be vetted with school leaders prior to regular use

- DAAS will support schools to assess every student in grades preK12 during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.
Student progress/achievement should be assessed and celebrated consistently. Assessments include the following:

- Illuminate and Amplify Quarterly Assessments (Social Studies and Science)
- Daily Exit Tickets
- End Of Module Assessments
- ANet quarterly and short cycle assessments (ELA and Math)
- IReady and/or MAP (3 times per year)
- EL Benchmark Assessment (K-2)
- Kindergarten Readiness Assessment

- DAAS will review students’ IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child’s needs based on assessment data and parent feedback, and design accommodations and match services accordingly.

All supports in a child’s IEP should still be met to the greatest degree possible- check ins, scaffolded readings, outlines, etc. The Special Education teacher should first and foremost be focused on just checking in with our IEP students (some students may need live video or audio check ins for support). The General Education teacher should send the assignment they are planning for the week to the Special Education teacher and they should support their learning during the designated service hours.

We will follow modifications and accommodations in the student’s IEP. IEP meetings will be held via Zoom platform. Zoom meetings will be scheduled with students on SPED caseloads.

- DAAS will conduct regular checkpoints with school leaders around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional support.

- A continuation of services planned for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers will be created for each student needing support.

**Communication & Family Supports**

- DAAS will make every effort to communicate with our families. Every family will be expected to join our DOJO platform for instant communication to and from school. Parents will also be a part of our all call system that will send regular updates to parents phones and emails. All parents will receive weekly messages and will participate in quarterly parent teacher conferences. Parents will be notified of the following, but not limited to:

  - Expectations around the duration of the closure and reopening;
  - Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and

DAAS will also provide training on accessing and using the school’s digital systems and tools through workshops for families that will build our communities digital literacy.

Professional Learning

- DAAS will continue to provide professional learning and training through virtual modes for educators. The following is what our staff will receive for professional development from July - June:
  
  We will continue to support your learning during this time. We are not expecting anyone to be an expert at the technology or the online platforms. We will continue with weekly PLCs and Professional Development via Zoom. We will provide support with lesson internalization, looking at student level data, understanding the online platforms, Social Emotional Learning, trauma informed best practices, and unpacking standards. If you need individualized support, please reach out to your building administration or any of the coaches.

- Summer Professional Learning will include supports with the following platforms:
  o Powerschool
  o Technology and Tech platforms
    o IReady-K-8
    o LearnZillion
    o Google/BlueJean/Seesaw/Classflow- whichever ends up as the preferred platforms
    o Class Dojo
    o Robo Teacher
  o Family Engagement
  o SEL/ Trauma Informed Teaching
  o Standards Deep Dive- Math and ELA
    o Hybrid Curriculum
    o Bridges online platform
    o ELA revised
    o Social Studies Revised
    o Illustrative Math training
    o Leveraging data to drive tier 2 instruction
    o Station/Centers teaching
    o Lesson Planning will be embedded throughout the two days of curriculum PD

Monitoring

- DAAS will activate plans to monitor and assess the following:
Connectivity and Access:
Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.

- Teachers will check in with all students on a weekly basis. Those students that are not able to access technology for whatever reason, will be assigned a technology help desk ticket. The technology help desk will provide the support necessary to ensure that each student has the capability to engage in and complete their schoolwork.

- DAAS will provide hotspots and computer devices to every family that is in need.
  - Attendance:

- DAAS will develop systems to monitor and track students’ online attendance on a daily basis.

- Students’ attendance is monitored daily. We will monitor attendance based on their engagement in online learning. Students will be marked present if they attended or watched the digital lesson and also completed the corresponding assignments.
  - Student Work:

- Teachers will assess the quality of student work and provide feedback to students and families.
- Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.

- Teachers are expected to assess student work consistently using the following rhythms:
  - Daily through virtual teaching
  - Weekly through individual check-ins
  - Daily through feedback on written/submitted work
  - Weekly through Friday Celebrations

Phase 4 Operations
Safety Protocols
Personal Protective Equipment

REQUIRED
- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- PreK-5 and special education teachers will be provided with clear masks and face shields.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

- Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.
  - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

- Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

- All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

**Strongly Recommended**

- Facial coverings will be required of All students who are medically able to do so.

**Hygiene**

**REQUIRED**

- DAAS 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).
• 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. This will occur during regular classroom sessions as well as video recorded and online assemblies.

**Strongly Recommended (DAAS will adopt all the of following)**

• Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

• Systematically and frequently check and refill soap and hand sanitizers.

• Students and teachers will have scheduled handwashing with soap and water every 2-3 hours. This will occur after 2nd and 5th hours of their schedules.

• Limit sharing of personal items and supplies such as writing utensils.

• Keep students’ personal items separate and in individually labeled cubbies, containers, or lockers.

• Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

• Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings. These stations will be installed prior to the start of school.

**Spacing, Movement and Access**

**Strongly Recommended**

• DAAS is unable to space desks six feet apart in classrooms due to limitations. Class sizes will be kept to the level afforded by necessary spacing requirements. Barriers and desk shields will be installed in classrooms where we are unable to have 6 feet of distance between desks.

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

• DAAS will, as feasible, arrange all desks facing the same direction toward the front of the classroom.

• DAAS teachers will be encouraged to maintain six feet of spacing between themselves and students as much as possible. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
• DAAS will post signage to indicate proper social distancing throughout our buildings.

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

• DAAS will provide social distancing floor/seating markings in waiting and reception areas.

• DAAS will post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

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

**Recommended** (DAAS will adopt the following recommended protocols)

• If a classroom has windows that can open, they will be opened as much as possible, weather permitting. Considerations will be made for students with allergy-induced asthma.

• As able and appropriate, DAAS will try to cohort groups of students to isolated hallways or areas that can be monitored.

• As able, “specials” (like art, music, and band) will be brought to the classrooms instead of having students move to different locations.

• Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able.

• DAAS will have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

• Physical education will not be held in the gym for the 2020/21 school year. Similar activities may be held outside and social distancing of six feet will be practiced.

• Flow of foot traffic will be directed in only one direction, if possible. If one-way flow is not possible, hallways will be divided with either side following the same direction.

• Entrances and exits will be kept separate to keep traffic moving in a single direction.
Screening Students and Staff

REQUIRED

- DAAS will cooperate with the local public health department regarding implementing protocols for screening students and staff.

Strongly Recommended

- DAAS has identified and designated a quarantine area and a staff person to care for students who become ill at school. Our school nurse will staff this room and area which will be one the 1st floor and near the closest entry and exit points.

- Students who become ill with symptoms of COVID-19 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 children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

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

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

Recommended

- A monitoring form (paper or electronic) for screening employees will be utilized. DAAS will employ the State of Michigan screening app for employees to use.

- DAAS families will be encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater will be asked to stay home and consider coronavirus testing if symptoms of COVID-19 are present.

- DAAS families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, will prompt the family to keep the student home from school and to follow up with a primary care provider.
Testing Protocols for Students and Staff and Responding to Positive Cases

REQUIRED

- DAAS will cooperate with the local public health department regarding implementing protocols for screening students and staff.

Strongly Recommended

- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.

- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

- Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

Recommended

- Parents and guardians are encouraged to 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.
• Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

Responding to Positive Tests Among Staff and Students

REQUIRED

• All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.

Strongly Recommended

• Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  ○ The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
  ○ Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).

• Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

• Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. a If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
Food Service, Gathering, and Extracurricular Activities

REQUIRED

- DAAS will prohibit indoor assemblies that bring together students from more than one classroom.

Recommended

- DAAS’ classrooms will be used for students to eat meals at school.

- If cafeterias must be used, meal times will be staggered to create seating arrangements with six feet of distance between students.
  - Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
  - Students, teachers, and food service staff will wash hands before and after every meal.

- DAAS’ students, teachers, and staff will wash hands before and after every event.

- Large scale assemblies of more than 50 students are suspended.

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

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

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

- If possible, DAAS will offer telecasting of assemblies and other school-sanctioned events.

- Extracurricular activities that continue, must do so with the use of facial coverings.

Athletics

REQUIRED
• DAAS 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 must confirm that they are healthy and without any symptoms prior to any event.

• All equipment must be disinfected before and after use.

• DAAS will not hold any Inter-school competitions.

• 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

REQUIRED

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

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

• Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every classroom change of students.
Playground structures, if used, will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary. Generally, playground structures will be closed to student usage.

DAAS will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.

Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.

**Busing and Student Transportation**

**REQUIRED**

- DAAS will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.

- The bus driver, staff, and all students in grades K-8, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations will be made on a case-by-case basis with local public health officials.

- DAAS will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.

- DAAS will 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.

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

- DAAS will create a plan for getting students home safely if they are not allowed to board the vehicle.

- If a student becomes sick during the day, they will not use group transportation to return home and will follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.
• Weather permitting, DAAS will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

• Weather permitting, DAAS will consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

**Medically Vulnerable Students and Staff**

**Strongly Recommended**

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

• DAAS has a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments. All families will be surveyed and given a questionnaire that will be reviewed by the school nurse. If a student is high risk the parent will be contacted and advised accordingly. Parents who decide to participate in virtual learning because of their child’s risk level will be given technology and other supports.

**Recommended**

• Pertaining to medically vulnerable students, DAAS will revise the school’s remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.

• Note that nebulizer treatments will not be provided during the school year and parents will be advised to make alternative plans. However, staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) must have N95 masks.

• DAAS will enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.
Facilities

**Strongly Recommended Before Schools Reopen for In-Person Instruction**

- DAAS with its cleaning vendor, RNA, will audit necessary materials and supply chain for cleaning and disinfection supplies.

- DAAS will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
  - Advocate for ISDs to coordinate with LEMPs.

- DAAS will audit any additional facilities that the district may have access to that could be used for learning.

- DAAS will provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.

- DAAS will alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.

- DAAS will encourage RNA to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.

- DAAS will encourage RNA to provide advanced training for custodial staff.

- DAAS custodial staff will continue deep cleaning over the summer.
  - DAAS will audit all school buildings with a focus on:
    - How many classrooms are available;
    - The size of each classroom;
    - Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
    - The ventilation in each classroom.

- DAAS will audit school security protocols to decide if any process changes need to be implemented.

- DAAS' school security staff will follow CDC protocols if interacting with the general public.
• DAAS will maintain facilities for in-person school operations.
  ○ Check HVAC systems at each building to ensure that they are running efficiently.
  ○ Air filters should be changed regularly.
  ○ Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  ○ Signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
  ○ Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.

• DAAS' school leaders will conduct and document a facility walk-through with the custodial services team (RNA) to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.

• DAAS will procure level-1 facial coverings, including those with a transparent front, for K-5 teachers, low-income students, and students with special needs.

• DAAS will procure level-1 surgical masks for cleaning and janitorial staff.

Strongly Recommended If Schools are Instructed to Close for In-Person Instruction

• DAAS will activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff will wear surgical masks when performing cleaning duties.

• DAAS will maintain facilities for resumption of school operations.

Transportation

Strongly Recommended Before Schools Reopen for In-Person Instruction

• DAAS will inventory buses, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:
  ○ How many buses are or could be made available in the district? (12)
  ○ How much variation is there in the size and maximum capacity of buses in the district? All 72 passenger buses
  ○ How have the buses been currently or historically used (used for transportation to/from school, athletic events, food service delivery)?
  ○ How many drivers? (15) How many are in the training pipeline? (None) What is the plan to address any shortage of drivers? (Have established a waiting list of drivers to pull from)
- DAAS will inventory bus drivers to understand the extent of high-risk populations.

- DAAS will finalize bus procedures for bus drivers and students that are informed by public health protocols.

- DAAS will encourage close collaboration between transportation and IEP teams to monitor changes to students’ IEPs and implement accordingly.

**Strongly Recommended if Schools Are Instructed to Close for In-Person Instruction**

- DAAS will utilize buses to provide food service and delivery of instructional materials where possible.

**Budget, Food Service, Enrollment and Staffing (pg. 34-35)**

**Staffing**

- DAAS will assess student arrival protocols. This included how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).

- DAAS will conduct staff and student outreach to understand who is coming back. This includes a breakdown of the staff – administrators, educators, support staff, full-time nurses.

- DAAS will develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have underlying medical conditions and decide not to return). For students, this will include those with preexisting conditions who may need a remote learning environment.

- DAAS will assess needs for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.

- DAAS will recruit, interview and hire new staff as needed.

- DAAS will communicate any student enrollment or attendance policy changes with school staff and families.

- DAAS will provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.
- DAAS will seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).

- DAAS will coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.

- DAAS will inventory how many substitute teachers are available.

- DAAS will Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.

- DAAS will verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.

- DAAS will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.

- DAAS will work with school leaders to orient new school staff to any operational changes.

- DAAS will create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.

Food Service
- DAAS will collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

- DAAS will supply students with school supplied meals, to be delivered to each classroom with disposable utensils.

Budget
- DAAS will engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
Plan for Operating during Phase 5 of the Michigan Safe Start Plan

Phase 5 Safety Protocols

Protocols that are Strongly Recommended that DAAS will not adopt:

- On page 23 under Spacing, Movement and Access, it is Strongly Recommended that schools space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. DAAS will not adopt this protocol as our classroom sizes vary throughout our buildings and 6 feet spacing is not possible in most. We are able to separate desks 4 to 5 feet apart and will still be able to ensure the safety of our students and staff. Our face to face plans will still significantly reduce our class sizes by up to 33% while allowing for 18 to 20 students per classroom. We will install clear desk shields and/or barriers between desks in classrooms that do not have 6 feet spacing.

Phase 5 - Screening Students and Staff (Page 24)

- DAAS will cooperate with the local public health department regarding implementing protocols for screening students and staff. For students- Temperature checks will be performed prior to loading the bus each day. For staff- We will utilize the MI Symptoms Web Application daily.

- DAAS will identify and designate a quarantine area and a staff person (the School Nurse) to care for students who become ill at school.

- DAAS will place students who become ill with symptoms of COVID-19 in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff (the School Nurse and support staff as needed) caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

- DAAS will require symptomatic students sent home from school to be kept home until they have tested negative or have completely recovered according to CDC guidelines.

- DAAS will require staff to conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home. DAAS will be using the MI Symptoms Web Application.
Phase 5 - Testing Protocols for Students and Staff and Responding to Positive Cases (Page 25)

- DAAS will cooperate with the local public health department regarding implementing protocols for screening students and staff. For students- Temperature checks will be performed prior to loading the bus each day. For staff- We will utilize the MI Symptoms Web Application daily.

- DAAS will require students who develop a fever or become ill with COVID-19 symptoms at school to wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Offsite testing locations can be found on www.daasdistrict.org under the Nurse’s Corner tab.

- DAAS will require staff who develop a fever or become ill with COVID-19 symptoms at school to wear a mask and be transported for off-site testing. Contact your medical care provider for offsite testing locations.

- DAAS will require symptomatic students and staff sent home from school to be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. See the Sick Day Policy below.

**COVID-19 Return to School Sick Day Policy**

The purpose of this policy is to outline the DAAS sick day guidelines. These guidelines have been carefully considered to address and promote the safety, health, and welfare of our community. These procedures have been thoughtfully developed with local, state, and national guidance to ensure best practice.

**Sick Day Guidelines**

- **Symptoms Requiring Absence**
  - Active vomiting or diarrhea
  - Fever/chills/generalized body aches

**In light of recent events, fever threshold will constitute 100.4 degrees Fahrenheit or higher per WHO recommendation.**

If presenting with COVID-19 symptoms (fever, cough, shortness of breath),

- Have a parent/guardian call DOH Hotline at 888-535-6136 for guidance regarding presenting symptoms if testing for COVID-19 is warranted and for further recommendations PRIOR to going to the doctor unless medical emergency.
- Encourage video conferencing.
- Per the DOH and the CDC, as well as the NASN, these guidelines have been recommended for stay-at-home isolation:
- **Symptom-based strategy**
  - 10 days have passed since symptoms first appeared
  - No fever for 72 hours (3 full days) without the use of fever reducing medication
  - Other symptoms have improved such as cough and shortness of breath
  - Other options also includes 2 and 3 above PLUS two negative tests spaced at least 24 hours apart (this may facilitate quicker return).

- **Time-based strategy**
  - This strategy is intended for individuals who have tested positive but are asymptomatic.
  - The CDC recommends 10 days of home isolation after a positive test due to recent updates about duration of viral shedding
  - If an individual has been EXPOSED to a COVID positive individual, the [CDC recommends 14 days of quarantine after exposure](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/quarantine.html) based on the time it takes to develop illness if infected.
  - The CDC addresses the possibility of varying quarantine times by stating that “it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.”
  - The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)
  - Undiagnosed, new, and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.)
  - Doctor’s note requiring an individualized plan of care to stay home.

- **When to Return**
  If diagnosed with COVID19, **with or without** positive test and/or symptoms, please refer to [CDC protocol](https://www.cdc.gov/coronavirus/2019-ncov/after-you-have-covid-19-return-to-school-work.html) for return to school or work. *This may need to be considered for family and/or household members who are positive of COVID19, as carriers can be asymptomatic.*

  First month after school re-opens
  - Active vomiting or diarrhea - 72 hours since last episode
  - Fever - 72 hours fever-free without the use of fever-reducing medication IF not diagnosed COVID positive or presumed positive.
  - After 24 hours on antibiotics for variety of bacterial causes
  - Doctor’s note of clearance for various student-specific medical conditions
  - After first month
  - Same as above, with the exception that the 72 hour period is reduced to 24 hours symptom free.

- **School Support**
  Students, faculty, and staff will be highly encouraged to stay home if they are sick. If an individual presents to school with the above-mentioned “Sick Day Guidelines” symptoms, they will need to go home until clearance criteria for school return is met.

*Academic*
Detroit Academy of Arts & Sciences will continue to support students with acute or chronic health conditions. Short-term absences will be handled on a case-by-case basis with the student in touch with their corresponding Divisions. Long-term absences will be evaluated if criteria is appropriate for medical leave or other potential medical accommodations.

*When to Visit Health Office*

- Student may independently ambulate to office for variety of individualized needs, so long as **none** of the following symptoms are present:
  - Confusion/ “doesn’t seem to be them self”/disorientation
  - Decreased level of consciousness
  - Shortness of Breath/Respiratory Distress
  - Dizziness/Lightheadedness
  - Spinal Cord Injury/Head Injury complaining of neck pain - DO NOT MOVE POSITION
  - Vision impairment
  - Diabetic “Lows”
  - Hemodynamic compromise
  - Individualized triage judgement call of faculty/staff or based off reported condition as directed by school nurse
  - Students need to stay in place for in-person evaluation and/or wheelchair ride to office if any of above-mentioned criteria are met, or per faculty/staff best judgement.
  - If it is an emergency, 911 should NEVER be delayed. Activate EMS and delegate as appropriate.
  - In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion please note that students do **NOT** need to present to Health Office with the following common situations:
    - Paper cuts, small abrasions, picked scabs - have them wash hands and apply band aid if needed.
    - Minor headaches and/or fatigue - allow them to get snack/drink water first. Better after 20 minutes?
    - Mild stomach ache and/or nausea - allow to use the restroom, drink water, and have snack first. Better after 20 minutes?
    - Localized bug bite - if no allergy history and not spread over large area of skin, apply cool paper towel to area to help prevent scratching
    - Anxiety/Stress/Psychosocial Issues - if not affecting breathing or medical health try snack, redirection, or please refer to counseling or other applicable services for collaboration.

- DAAS will notify families of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
• DAAS will make immediate efforts in the event of a lab or clinically diagnosed case of COVID-19, to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored for any symptoms of COVID-19. Only those that develop symptoms require testing for COVID-19.

Responding to Positive Tests Among Staff and Students (Page 25)

• DAAS will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and 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 at the school.

• DAAS will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  ○ The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. DAAS can help the local health department by collecting data and contact information of those exposed.
  ○ Note: DAAS will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test). Refer to the Staff Policies and Procedures Handbook for further information.

Food Service, Gatherings, and Extracurricular Activities

• DAAS will prohibit indoor assemblies that bring together students from more than one classroom.

• Students, teachers, and staff should wash hands before and after every meal. Students, teachers and staff should wash their hands before and after every event.

• DAAS will supply students with school supplied meals, to be delivered to each classroom with disposable utensils.
DAAS will discontinue all large scale assemblies of more than 50 students.

**Medically Vulnerable Students and Staff (Page 28)**

- DAAS will inform parents that nebulizer treatments will not be performed onsite this school year due to COVID-19. It has been suggested that parents contact their provider to switch to a metered dose inhaler as an alternative form of treatment.

**Phase 5 Mental & Social-Emotional Health (Strongly Recommended)**

- DAAS will implement a mental health screening for all students by a trained professional. Any screening will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines. Contact The School Nurse via email at jlewis@daask12.com.

- DAAS will provide all staff with timely, responsive, and ongoing training/professional development as well as 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, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. Crisis Counseling - Counselors provide support via text message 24/7. Additional resources can be found on www.daasdistrict.org under the Nurse’s Corner tab.

- DAAS will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources: Disaster Distress Helpline - A 24/7 helpline dedicated to providing immediate crisis counseling for people experiencing emotional distress. This helpline offers confidential counsel support and is multilingual. Additional resources can be found on www.daasdistrict.org under the Nurse’s Corner tab.

- DAAS will establish ongoing reporting protocols for school staff to evaluate physical and mental health status.

- DAAS will provide resources for staff self-care, including resiliency strategies., as well as REACH Detroit Partnership (virtual therapy) - A collaborative virtual therapy. This is a 24/7 service that offers coping skills for teens, families, and resources on grief/loss, mental health issues such as anxiety, depression and stress. Additional resources can be found on www.daasdistrict.org under the Nurse’s Corner tab.
• DAAS has designated a mental health liaison (the School Nurse) who will work across the school, local public health agencies, and community partners. Information can be found online at www.daasdistrict.org under the Nurse’s Corner tab.

• DAAS will leverage MDE resources for student and staff mental health and wellness support.

• DAAS will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19. Blue Care Network is our health care provider. If needed, staff can contact the healthcare provider directly. Some medical providers conduct virtual appointments, this service is covered. Souzan Haddad can be reached at 248-225-5104.

• DAAS will communicate with parents and guardians, via a variety of channels, return to school transition information including:
  o Destigmatization of COVID-19
  o Understanding normal behavioral response to crises.
  o General best practices of talking through trauma with children.
  o Positive self-care strategies that promote health and wellness.

Phase 5 Instruction
Governance

• DAAS has consistently met with stakeholders to provide feedback on the remote learning plan.

• DAAS have received feedback from students, parents, and staff through surveys and use of qualitative data.

Remote Instruction
Phase 4-5 options will include the following:

• Physical classrooms will remain between 15-20 students based on size of the room and with social distancing in mind.

• Students will have the option of returning to physical school or remain a full time virtual student.

• Students that opt into returning to physical school will remain in their homeroom classes for a full day.

• Students will only move out of their classrooms for bathroom breaks (every 2 hours), transitioning to and from buses, and outdoor recess.
• Students that choose to be virtual will participate in all classroom lessons via Zoom as part of the Robo Classroom (virtual and physical student in one classroom).

• Lunch will be delivered to classrooms. Homeroom teachers will be expected to eat lunch with their students.

• Teachers will transition to classes per the proposed schedules.

**Breakdown by grade levels:**

• **K-1 classes will be limited to 15 students total.**

• **2nd - 8th grade classes will have a maximum of 25 students**
  Those classes will include students inside of the physical classroom (maximum of 20 based on room size for social distancing). While the remaining students will join class via Zoom platform virtually (maximum of 12 per classroom) from home.

**Mock Student Schedule**

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td><strong>Group A students</strong></td>
<td>AM Classroom ELA and Social Studies</td>
<td>AM Classroom Math and Science</td>
<td>AM Classroom ELA and Social Studies</td>
<td>AM Classroom Math and Science</td>
<td>AM Classroom ELA and Social Studies</td>
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<tr>
<td></td>
<td>Lunch/Special PM Classroom Math and Science</td>
<td>Lunch/Special</td>
<td>Lunch/Special</td>
<td>Lunch/Special</td>
<td>Lunch/Special</td>
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<p>| <strong>Group B students</strong> | AM Classroom Math and Science | AM Classroom ELA and Social Studies | AM Classroom Math and Science | AM Classroom ELA and Social Studies | AM Classroom Math and Science |
|                      | Lunch/Special PM Classroom ELA and Social | Lunch/Special | Lunch/Special | Lunch/Special | Lunch/Special |</p>
<table>
<thead>
<tr>
<th>Virtual Students</th>
<th>Studies</th>
<th>Science</th>
<th>Studies</th>
<th>Science</th>
<th>Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Will join class with their assigned groups A or B</td>
<td>AM Remote ELA and Social Studies</td>
<td>AM Remote ELA and Social Studies</td>
<td>AM Remote ELA and Social Studies</td>
<td>AM Remote ELA and Social Studies</td>
<td>AM Remote ELA and Social Studies</td>
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<td>Lunch/Special</td>
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<td></td>
<td>PM Remote Math and Science</td>
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- DAAS stakeholders (families, students, and staff) will regularly receive surveys to provide feedback on the remote learning plan and quality of instruction. We will continue to revise our plan based on stakeholder feedback.

- DAAS will provide a series of opportunities for students to participate in high quality instruction. DAAS teachers will utilize the following approved instructional platforms:

<table>
<thead>
<tr>
<th>Core Curriculum and Platforms for HYBRID Learning*</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2</td>
</tr>
<tr>
<td>Learning Platforms</td>
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<tr>
<td>Google Classroom</td>
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<tr>
<td>Schoology</td>
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<tr>
<td>Seesaw</td>
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<tr>
<td>Foundational Skills</td>
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<tr>
<td>Reading Eggs</td>
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<tr>
<td>Math Seeds</td>
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<tr>
<td>Skills Block</td>
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<td>ELA</td>
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<td>EL</td>
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<tr>
<td>ANET</td>
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<tr>
<td>Illuminate</td>
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<tr>
<td>Math</td>
</tr>
<tr>
<td>Pearson (online platform)</td>
</tr>
<tr>
<td>Illuminate</td>
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<tr>
<td>ANet</td>
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<tr>
<td>Science</td>
</tr>
<tr>
<td>Illustrative Math</td>
</tr>
<tr>
<td>LearnZillion</td>
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<td>LearnZillion</td>
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Detroit Academy of Arts and Sciences COVID-19 Preparedness and Response Plan
<table>
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<tr>
<th></th>
<th>Mystery Science</th>
<th>Mystery Science</th>
<th>Amplify</th>
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</thead>
<tbody>
<tr>
<td>SS</td>
<td>MC3 for K-5</td>
<td>MC3 for K-5</td>
<td>Pearson NewsELA</td>
</tr>
<tr>
<td>Specials</td>
<td>Specials Teachers will provide instruction based on their assigned content area.</td>
<td>Specials Teachers will provide instruction based on their assigned content area.</td>
<td>Specials Teachers will provide instruction based on their assigned content area.</td>
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</tbody>
</table>

*Supplemental Curriculum/Platforms must be vetted with school leaders prior to regular use

- DAAS will support schools to assess every student in grades preK12 during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.

Student progress/achievement should be assessed and celebrated consistently. Assessments include the following:

- Illuminate and Amplify Quarterly Assessments (Social Studies and Science)
- Daily Exit Tickets
- End Of Module Assessments
- ANet quarterly and short cycle assessments (ELA and Math)
- IReady and/or MAP (3 times per year)
- EL Benchmark Assessment (K-2)
- Kindergarten Readiness Assessment

- DAAS will review students’ IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child’s needs based on assessment data and parent feedback, and design accommodations and match services accordingly. All supports in a child’s IEP should still be met to the greatest degree possible- check ins, scaffolded readings, outlines, etc. The Special Education teacher should first and foremost be focused on just checking in with our IEP students (some students may need live video or audio check ins for support). The General Education teacher should send the assignment they are planning for the week to the Special Education teacher and they should support their learning during the designated service hours. We will follow modifications and accommodations in the student’s IEP. IEP meetings will be held via Zoom platform.Zoom meetings will be scheduled with students on SPED caseloads.
• DAAS will conduct regular checkpoints with school leaders around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional support.

• A continuation of services planned for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers will be created for each student needing support.

Communication & Family Supports

• DAAS will make every effort to communicate with our families. Every family will be expected to join our DOJO platform for instant communication to and from school. Parents will also be a part of our all call system that will send regular updates to parents phones and emails. All parents will receive weekly messages and will participate in quarterly parent teacher conferences. Parents will be notified of the following, but not limited to:

  o Expectations around the duration of the closure and reopening;
  o Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload.
  o Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and

DAAS will also provide training on accessing and using the school’s digital systems and tools through workshops for families that will build our communities digital literacy.

Professional Learning

• DAAS will continue to provide professional learning and training through virtual modes for educators. The following is what our staff will receive for professional development from July - June:

  We will continue to support your learning during this time. We are not expecting anyone to be an expert at the technology or the online platforms. We will continue with weekly PLCs and Professional Development via Zoom. We will provide support with lesson internalization, looking at student level data, understanding the online platforms, Social Emotional Learning, trauma informed best practices, and unpacking standards. If you need individualized support, please reach out to your building administration or any of the coaches.

• Summer Professional Learning will include supports with the following platforms:
  o Powerschool
  o Technology and Tech platforms
    o IReady-K-8
    o LearnZillion
○ Google/BlueJean/Seesaw/Classflow- whichever ends up as the preferred platforms
○ Class Dojo
○ Robo Teacher
○ Family Engagement
○ SEL/ Trauma Informed Teaching
○ Standards Deep Dive- Math and ELA
  ○ Hybrid Curriculum
  ○ Bridges online platform
  ○ ELA revised
  ○ Social Studies Revised
  ○ Illustrative Math training
  ○ Leveraging data to drive tier 2 instruction
  ○ Station/Centers teaching
  ○ Lesson Planning will be embedded throughout the two days of curriculum PD

Monitoring

○ DAAS will activate plans to monitor and assess the following:
  ○ Connectivity and Access:
    Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.

○ Teachers will check in with all students on a weekly basis. Those students that are not able to access technology for whatever reason, will be assigned a technology help desk ticket. The technology help desk will provide the support necessary to ensure that each student has the capability to engage in and complete their schoolwork.

○ DAAS will provide hotspots and computer devices to every family that is in need.
  ○ Attendance:

○ DAAS will develop systems to monitor and track students’ online attendance on a daily basis.

○ Students' attendance is monitored daily. We will monitor attendance based on their engagement in online learning. Students will be marked present if they attended or watched the digital lesson and also completed the corresponding assignments.

  ○ Student Work:
    ■ Teachers will assess the quality of student work and provide feedback to students and families.
Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.

- Teachers are expected to assess student work consistently using the following rhythms:
  - Daily through virtual teaching
  - Weekly through individual check-ins
  - Daily through feedback on written/submitted work
  - Weekly through Friday Celebrations

Phase 5 Operations
Safety Protocols
Personal Protective Equipment

REQUIRED

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
  - PreK-5 and special education teachers will be provided with clear masks and face shields.
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.

- Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
  - Homemade facial coverings must be washed daily.
  - Disposable facing coverings must be disposed of at the end of each day.
  - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Strongly Recommended

Facial coverings will be required of all students who are medically able to do so.

Hygiene

REQUIRED

DAAS 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).

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. This will occur during regular classroom sessions as well as video recorded and online assemblies.

Strongly Recommended (DAAS will adopt all the following)

Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

Systematically and frequently check and refill soap and hand sanitizers.

Students and teachers will have scheduled handwashing with soap and water every 2-3 hours. This will occur after 2nd and 5th hours of their schedules.

Limit sharing of personal items and supplies such as writing utensils.

Keep students’ personal items separate and in individually labeled cubbies, containers, or lockers.

Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
• Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings. These stations will be installed prior to the start of school.

Spacing, Movement and Access
Strongly Recommended

• DAAS is unable to space desks six feet apart in classrooms due to limitations. Class sizes will be kept to the level afforded by necessary spacing requirements. Barriers and desk shields will be installed in classrooms where we are unable to have 6 feet of distance between desks.

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

• DAAS will, as feasible, arrange all desks facing the same direction toward the front of the classroom.

• DAAS teachers will be encouraged to maintain six feet of spacing between themselves and students as much as possible. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.

• DAAS will post signage to indicate proper social distancing throughout our buildings.

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

• DAAS will provide social distancing floor/seating markings in waiting and reception areas.

• DAAS will post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

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

Recommended (DAAS will adopt the following recommended protocols)

• If a classroom has windows that can open, they will be opened as much as possible, weather permitting. Considerations will be made for students with allergy-induced asthma.

• As able and appropriate, DAAS will try to cohort groups of students to isolated hallways or areas that can be monitored.
• As able, “specials” (like art, music, and band) will be brought to the classrooms instead of having students move to different locations.

• Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals will be used if feasible to minimize the number of persons in the hallways as able.

• DAAS will have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

• Physical education will not be held in the gym for the 2020/21 school year. Similar activities may be held outside and social distancing of six feet will be practiced.

• Flow of foot traffic will be directed in only one direction, if possible. If one-way flow is not possible, hallways will be divided with either side following the same direction.

• Entrances and exits will be kept separate to keep traffic moving in a single direction.

Screening Students and Staff

REQUIRED

• DAAS will cooperate with the local public health department regarding implementing protocols for screening students and staff.

Strongly Recommended

• DAAS has identified and designated a quarantine area and a staff person to care for students who become ill at school. Our school nurse will staff this room and area which will be on the 1st floor and near the closest entry and exit points.

• Students who become ill with symptoms of COVID-19 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 children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

• Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
• Staff will be required to conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will be directed to stay home.

Recommended
• A monitoring form (paper or electronic) for screening employees will be utilized. DAAS will employ the State of Michigan screening app for employees to use.

• DAAS families will be encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater will be asked to stay home and consider coronavirus testing if symptoms of COVID-19 are present.

• DAAS families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, will prompt the family to keep the student home from school and to follow up with a primary care provider.

Testing Protocols for Students and Staff and Responding to Positive Cases

REQUIRED
• DAAS will cooperate with the local public health department regarding implementing protocols for screening students and staff.

Strongly Recommended
• Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

• Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.

• Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

• Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
• In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

Recommended

• Parents and guardians are encouraged to 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.

• Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

Responding to Positive Tests Among Staff and Students

REQUIRED

• All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.

Strongly Recommended

• Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  • The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).

- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

**Food Service, Gathering, and Extracurricular Activities**

**REQUIRED**

- DAAS will prohibit indoor assemblies that bring together students from more than one classroom.

**Recommended**

- DAAS’ classrooms will be used for students to eat meals at school.

- If cafeterias must be used, meal times will be staggered to create seating arrangements with six feet of distance between students.
  - Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
  - Students, teachers, and food service staff will wash hands before and after every meal.

- DAAS’ students, teachers, and staff will wash hands before and after every event.

- Large scale assemblies of more than 50 students are suspended.

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

- Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students will wear facial coverings.
· If possible, school-supplied meals will be delivered to classrooms with disposable utensils.

· If possible, DAAS will offer telecasting of assemblies and other school-sanctioned events.

· Extracurricular activities that continue, must do so with the use of facial coverings.

**Athletics**

**REQUIRED**

· DAAS 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 must confirm that they are healthy and without any symptoms prior to any event.

· All equipment must be disinfected before and after use.

· DAAS will not hold any Inter-school competitions.

· 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**

**REQUIRED**

· Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
• Libraries (media center), computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

• Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every classroom change of students.

• Playground structures, if used, will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary. Generally, playground structures will be closed to student usage.

• DAAS will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.

• Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.

**Busing and Student Transportation**

**REQUIRED**

• DAAS will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.

• The bus driver, staff, and all students in grades K-8, if medically feasible, will wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations will be made on a case-by-case basis with local public health officials.

• DAAS will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when a vehicle is being cleaned.

• DAAS will 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.

• DAAS will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
• DAAS will create a plan for getting students home safely if they are not allowed to board the vehicle.

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

• Weather permitting, DAAS will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

• Weather permitting, DAAS will consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Medically Vulnerable Students and Staff

Strongly Recommended

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

• DAAS has a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments. All families will be surveyed and given a questionnaire that will be reviewed by the school nurse. If a student is high risk the parent will be contacted and advised accordingly. Parents who decide to participate in virtual learning because of their child’s risk level will be given technology and other supports.

Recommended

• Pertaining to medically vulnerable students, DAAS will revise the school’s remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.

• Note that nebulizer treatments will not be provided during the school year and parents will be advised to make alternative plans. However, staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) must have N95 masks.
• DAAS will enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.

Facilities

Strongly Recommended Before Schools Reopen for In-Person Instruction

• DAAS with its cleaning vendor, RNA, will audit necessary materials and supply chain for cleaning and disinfection supplies.

• DAAS will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.
  ○ Advocate for ISDs to coordinate with LEMPs.

• DAAS will audit any additional facilities that the district may have access to that could be used for learning.

• DAAS will provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.

• DAAS will alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.

• DAAS will encourage RNA to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.

• DAAS will encourage RNA to provide advanced training for custodial staff.

• DAAS custodial staff will continue deep cleaning over the summer.
• DAAS will audit all school buildings with a focus on:
  ○ How many classrooms are available;
  ○ The size of each classroom;
  ○ Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
  ○ The ventilation in each classroom.
• DAAS will audit school security protocols to decide if any process changes need to be implemented.

• DAAS’ school security staff will follow CDC protocols if interacting with the general public.

• DAAS will maintain facilities for in-person school operations.
  ○ Check HVAC systems at each building to ensure that they are running efficiently.
  ○ Air filters should be changed regularly.
  ○ Custodial staff will distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.
  ○ Signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
  ○ Custodial staff will follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.

• DAAS’ school leaders will conduct and document a facility walk-through with the custodial services team (RNA) to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.

• DAAS will procure level-1 facial coverings, including those with a transparent front, for K-5 teachers, low-income students, and students with special needs.

• DAAS will procure level-1 surgical masks for cleaning and janitorial staff.

**Strongly Recommended If Schools are Instructed to Close for In-Person Instruction**

• DAAS will activate school cleaning and disinfection protocols according to the CDC School Decision Tree. Custodial staff will wear surgical masks when performing cleaning duties.

• DAAS will maintain facilities for resumption of school operations.

**Transportation**

**Strongly Recommended Before Schools Reopen for In-Person Instruction**

• DAAS will inventory buses, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:
  ○ How many buses are or could be made available in the district? (12)
  ○ How much variation is there in the size and maximum capacity of buses in the district?
    All 72 passenger buses
How have the buses been currently or historically used (used for transportation to/from school, athletic events, food service delivery)?

How many drivers? (15) How many are in the training pipeline? (None) What is the plan to address any shortage of drivers? (Have established a waiting list of drivers to pull from)

- DAAS will inventory bus drivers to understand the extent of high-risk populations.
- DAAS will finalize bus procedures for bus drivers and students that are informed by public health protocols.
- DAAS will encourage close collaboration between transportation and IEP teams to monitor changes to students’ IEPs and implement accordingly.

**Strongly Recommended if Schools Are Instructed to Close for In-Person Instruction**
- DAAS will utilize buses to provide food service and delivery of instructional materials where possible.

**Budget, Food Service, Enrollment and Staffing (pg. 34-35)**

**Staffing**
- DAAS will assess student arrival protocols. This includes how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).

- DAAS will conduct staff and student outreach to understand who is coming back. This includes a breakdown of the staff – administrators, educators, support staff, full-time nurses.

- DAAS will develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have underlying medical conditions and decide not to return). For students, this will include those with preexisting conditions who may need a remote learning environment.

- DAAS will assess needs for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.

- DAAS will recruit, interview and hire new staff as needed.

- DAAS will communicate any student enrollment or attendance policy changes with school staff and families.
• DAAS will provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.

• DAAS will seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).

• DAAS will coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.

• DAAS will inventory how many substitute teachers are available.

• DAAS will Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.

• DAAS will verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.

• DAAS will consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.

• DAAS will work with school leaders to orient new school staff to any operational changes.

• DAAS will create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.

**Food Service**

• DAAS will collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.

• DAAS will supply students with school supplied meals, to be delivered to each classroom with disposable utensils.

**Budget**
• DAAS will engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.