Detroit Academy of Arts and Sciences Workplace Preparedness 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:
Workplace Preparedness 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.

Responding to Positive Tests Among Staff and Students

- DAAS has closed for all in-person instruction.

- 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 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 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.
Workplace Preparedness Plan for Operating during Phase 4 & 5 of the Michigan Safe Start Plan

Phase 4 Safety Protocols

- 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

- 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 and/or staff who become ill at school.

- DAAS will place students and/or staff 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 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

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 and/or staff 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.”
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
  o Active vomiting or diarrhea - 72 hours since last episode
  o Fever - 72 hours fever-free without the use of fever-reducing medication IF not diagnosed COVID positive or presumed positive.
  o After 24 hours on antibiotics for variety of bacterial causes
  o Doctor’s note of clearance for various student-specific medical conditions
    After first month
  o 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
  o 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
  o Student may independently ambulate to office for variety of individualized needs, so long as none of the following symptoms are present:
    o Confusion/ “doesn’t seem to be them self”/disorientation
    o 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

○ 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.

- DAAS will discontinue all large scale assemblies of more than 50 students.

**Medically Vulnerable Students and Staff**

- 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 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](http://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 council 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.

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.

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

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<tr>
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<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Group A students</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>PM Classroom Math and Science</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 Math and Science</td>
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<tr>
<td>Group B students</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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<td>PM Classroom ELA and Social Studies</td>
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<td>PM Classroom ELA and Social Studies</td>
<td>PM Classroom ELA and Social Studies</td>
<td>PM Classroom ELA and Social Studies</td>
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<tr>
<td>Virtual Students *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>
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<tr>
<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:

### Core Curriculum and Platforms for HYBRID Learning*

<table>
<thead>
<tr>
<th></th>
<th>K-2</th>
<th>3-5</th>
<th>6-8</th>
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<tbody>
<tr>
<td>Learning Platforms</td>
<td>Google Classroom Schoology Seesaw</td>
<td>Google Classroom Schoology Seesaw</td>
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<td>Foundational Skills</td>
<td>Reading Eggs Math Seeds Skills Block</td>
<td>Skills Block</td>
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<td>ELA</td>
<td>EL ANET Illuminate</td>
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Detroit Academy of Arts and Sciences COVID-19 Preparedness and Response Plan
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<thead>
<tr>
<th></th>
<th>LearnZillion</th>
<th>LearnZillion</th>
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<tbody>
<tr>
<td>Math</td>
<td>Pearson (online platform)</td>
<td>Bridges Illustrative Math</td>
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<td>Illuminate</td>
<td>Illuminate</td>
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<td></td>
<td>ANet</td>
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<td>Science</td>
<td>Mystery Science</td>
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<td>SS</td>
<td>MC3 for K-5</td>
<td>MC3 for K-5</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>
</tr>
</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 preK-12 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.

**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

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.

- 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 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**

Detroit Academy of Arts and Sciences COVID-19 Preparedness and Response Plan 16
• 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. 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.
- 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, DAAS will offer telecasting of assemblies and other school-sanctioned events.
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.

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:
  o How many classrooms are available;
  o The size of each classroom;
  o Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
  o 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.
  o Check HVAC systems at each building to ensure that they are running efficiently.
  o Air filters should be changed regularly.
  o 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.
  o Signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted, disseminated, and encouraged through various methods of communication.
  o 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-I facial coverings, including those with a transparent front, for K-5 teachers, low-income students, and students with special needs.

• DAAS will procure level-I 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.
Budget, Food Service, Enrollment and Staffing (pg. 34-35)

Staffing

- 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.