



COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Name of District: Virtual Learning Academy of St. Clair County

Address of District: 1520 Michigan Road, Port Huron, MI. 48060

District Code Number: 74912

Web Address of the District: sccvla.org

Name of Intermediate School District: St. Clair County RESA

Name of Authorizing Body (if applicable): St. Clair County RESA

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

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

close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

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

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

- A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

Virtual Learning Academy (VLA) of St. Clair County is a public school academy chartered by St. Clair County Regional Educational Service (RESA). As such, VLA will also follow closely, as it pertains to VLA, our building, and our staff and students, RESA’s COVID-19 Preparedness and Response Plan. https://drive.google.com/file/d/1tb_Y82xCNNVPnt6pt5BWtU6t-NhMMkDy/view

VLA is a fully accredited, alternative, online high school, offering its graduates a state-certified high school diploma. All curriculum is aligned to the state of Michigan curriculum standards. VLA’s online curriculum is through Edgenuity. The flexibility of online learning helps to minimize barriers to student success. Students can work in their courses at their own pace, anyplace, anytime.

While the pandemic forced VLA to close the building doors, all VLA staff and students quickly made the shift to working solely from home. All students have had access to their courses and support from VLA staff from the very beginning of the pandemic shut down. Students working from home have access to their classes 24/7. They can communicate with state-certified teacher mentors and other VLA staff through BackChannel Chat, phone call, text, and email. Teacher mentors are available to assist students in their learning Monday - Friday from 8am - 4pm and 6pm - 9pm as well as Saturday and Sunday from 6pm - 9pm.

All VLA students who had not already loaned out a computer and/or internet device prior to the pandemic, and needed one, were provided a computer and/or internet. We use Google Chromebooks and Verizon mifi internet devices for student technology.

- B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:
1. **Face coverings** (p. 22)
 - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:

- i) All staff and all students in grades preK-12 when on a school bus.
- ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
- iii) All staff when in classrooms.
- iv) All students in grades 6 and up when in classrooms.
- v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Upon reopening doors to the VLA building, all staff and students will be informed of requirements for wearing face coverings with details on why these requirements are in place and how to wear a face mask appropriately. Staff communication of these requirements including details will be done through our weekly zoom staff meetings. Student communication of these requirements including details will be done through social media platforms, our school app, and a mailed home school newsletter.

VLA does not provide any direct school transportation. We provide bus tickets to students who need to use the Blue Water Area Transit bussing. All students will be required to follow facial coverings requirements as mandated by the Blue Water Area Transit while riding on their buses both to and from school.

Signage has already been placed on the front doors to the school building illustrating that masks are required upon entry to the school building. Staff, students, and visitors must keep masks on except during meals, and unless not medically tolerated, while in the hallway, classrooms, staff and student lounges, bathrooms, office, etc. Disposable masks will be available to staff, students and visitors. If any person/s arrives at VLA without a mask, one will be brought outside to them by front office staff.

Student desks will be spaced out to meet 6 feet apart guidelines. Student access to bathrooms and the water bottle filling station will be limited to minimize the numbers of students gathering together. Tape will be used on the floor at 6 feet intervals outside bathrooms and the water bottle filling station if there is more than one student in line. Social distancing signs are displayed throughout the building illustrating proper social distancing best practices. Students will eat lunch during the specified time at their desks. The student lounge will not be available for students to hangout or eat breakfast or lunch. Staff lunches will be staggered to minimize the number of staff eating together at the same time.

All visitors entering the VLA building will complete a self-screening before entering. Visitors can access the self-screening using the QR code displayed on the signage on the front doors to the VLA building. This screening will include: name, contact information, company, reason for visit, and a COVID-19 symptoms assessment.

2. Hygiene

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

Maintenance has installed three new hand-sanitizing stations throughout the single hallway school building. One is at the main entrance for students, staff, and visitors to access upon arriving or leaving the school building. The other two are at opposite ends of the hallway. Additionally, staff are able to wash their hands in the staff bathrooms and staff lounge sinks with soap and paper towels. Students are also able to wash their hands in the student bathrooms and the student lounge sinks with soap and paper towels. All hygiene products will be checked and refilled or replaced daily when cleaning takes place.

Hand-washing signs are displayed in staff and student bathrooms illustrating proper hand-washing practice. We have also placed disinfectant wipes, hand sanitizing bottles, and tissues in all classrooms, the staff and student lounges, and the front office. The disinfectant wipes can be used throughout the

day to keep surfaces clean including, but not limited to, desks, chairs, door knobs, counters, tables, and computers. Good hygiene best practices will be shared with students.

3. Cleaning

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

VLA has contracted cleaning services that take place at the end of every school day. All cleaning and disinfectant products are safely stored in two storage rooms located in the VLA building. Both rooms are locked to ensure students are not accessing these products during the school day. All products are handled safely by our contracted cleaners and/or trained staff. Additional cleaning needed during the day will either be scheduled with our contracted cleaning or done by trained VLA staff. Staff will wear gloves and a mask or face shield while performing cleaning activities including but not limited to sanitizing or wiping down light switches, door knobs, desks, tables, counters, sinks, computers etc.

4. Athletics

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

N/A - VLA does not offer any athletics to students at this time.

5. Screening

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

VLA will cooperate with the St. Clair County Health Department and St. Clair County RESA to ensure proper implementation protocols for screening staff, students, and visitors.

All staff will complete a Google Form self-screening before returning to work. The self-screening will include: name, assurances, and COVID-19 symptoms assessment. This will be a monitoring form for VLA administration. This will acknowledge that they have conducted daily self-examinations including a temperature check prior to coming to work. If they exhibit any COVID-19 symptoms or have been exposed to any other person who has tested positive for COVID-19 they should stay home.

All students will complete a Google Form self-screening before returning to school. The self-screening will include: name, contact information, assurances, and COVID-19 symptoms assessment. This will be a monitoring form for VLA administration. This will acknowledge that they have conducted (individually or with the help of their family) daily self-examinations including a temperature check prior to coming to school. If they exhibit any COVID-19 symptoms or have been exposed to any other person who has tested positive for COVID-19 they should stay home and follow up with a primary health care provider.

All visitors entering the VLA building will complete a self-screening before entering. Visitors can access the self-screening using the QR code displayed on the signage on the front doors to the VLA building. This screening will include: name, contact information, company, reason for visit, and a COVID-19 symptoms assessment.

We will be using office room 112 as a quarantine area should any staff, students, or visitors become ill with COVID-19 symptoms. They will be expected to wear a mask while quarenting until they can leave or be picked up from the school building. All staff and students who are symptomatic should stay home until they have tested negative for COVID-19 or have completely recovered according to CDC guidelines.

6. Testing

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

VLA will cooperate with the St. Clair County Health Department and St. Clair County RESA to ensure proper implementation protocols for screening staff, students, and visitors.

All VLA staff who become ill with COVID-19 symptoms should wear a mask and be transported for off-site testing. All symptomatic staff sent home from work should stay home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.

All students who become ill with COVID-19 symptoms should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance for off-site testing. All symptomatic students 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 will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the VLA building to encourage close observation for any symptoms at home.

VLA administration will monitor all self-screening results for staff, students, and visitors. The screenings are completed using a google form and a QR code for all VLA staff, students and visitors. Staff are encouraged to monitor for COVID-19 symptoms and check their temperature daily before arriving at work. Students and parents/guardians are encouraged to monitor for COVID-19 symptoms and check student's temperatures daily before arriving at school.

7. Busing and Student Transportation

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

VLA does not provide any direct school transportation. We provided bus tickets to students who need to use the Blue Water Area Transit bussing. While riding on their buses both to and from school, all students will be required to follow requirements and protocols as mandated by the Blue Water Area Transit.

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

To minimize any confusion and to maximize the safety of all VLA staff and students, Virtual Learning Academy of St. Clair County will follow all the policies and procedures of Phase 4 of the Michigan Safe Start Plan during Phase 5 of the Michigan Safe Start Plan.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

To maximize the safety of all VLA staff and students, Virtual Learning Academy of St. Clair County will follow all of the strongly recommended protocols from the Return to School Roadmap when the district is in Phase 5 of the Michigan Safe Start Plan.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

N/A - To maximize the safety of all VLA staff and students, Virtual Learning Academy of St. Clair County will follow all of the strongly recommended protocols from the Return to School Roadmap when the district is in Phase 5 of the Michigan Safe Start Plan.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

We will not have any scheduled hand-washing for staff and students. Rather, regular hand-washing and hand-sanitizing will be encouraged for all staff, students and visitors upon arrival to the school building, after bathroom breaks, after breaks to the water bottle filling station, after trips to the front office, and upon departure from the VLA building.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 12, 2020

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

<http://sccvla.org/cms/One.aspx?portalId=496744&pageId=863403>

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

<http://sccvla.org/cms/One.aspx?portalId=496744&pageId=496752>

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Josh Everitt

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 12, 2020

Date Submitted to State Superintendent and State Treasurer: