



A.G.B.U. Alex & Marie Manoogian School COVID-19 Preparedness and Response Plan

Address of School District: A.G.B.U. Alex & Marie Manoogian School

District Code Number: 63901

Building Code Number(s): 63901

District Contact Person: Sonia Kalfayan

District Contact Person Email Address: skalfayan@manoogian.org

Local Public Health Department: Oakland County Health Department

Local Public Health Department Contact Person Email Address: rompam@oakgov.com

Name of Intermediate School District: Oakland Schools

Name of Authorizing Body: Central Michigan University

Date of Adoption by Board of Directors: July 30, 2020



August 13, 2020 [via email]

Dr. Hosesep Torossian
A.G.B.U. Alex and Marie Manoogian School
22001 Northwestern Highway
Southfield, MI 48075

Re: Approval of COVID-19 Preparedness and Response Plan (“Plan”)

Dear Dr. Torossian:

I am pleased to inform you that the Plan for A.G.B.U. Alex and Marie Manoogian School (“Academy”) has been approved by The Governor John Engler Center for Charter Schools at Central Michigan University and has been transmitted by our office to the State Superintendent of Public Instruction and the State Treasurer. The Plan is effective as of the date indicated in the Plan.

To fulfill one of the required assurances, immediately add a copy of the approved Plan to the Academy’s Home Page of its website. An approved copy of the Plan is attached and can be found in Epicenter. The approved Plan constitutes a Charter Contract amendment and remains in effect as long as the Plan remains in effect.

If the Academy requires an amendment to the Plan, please contact Amy Densmore, Director of Charter Accountability, at (989) 506-0355 or via email at avanatten@thecenterforcharters.org to initiate that process. Thank you for all your efforts to keep student learning moving forward in these trying times. If you have any further questions or need additional support, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Corey Northrop". The signature is written in a cursive, flowing style.

Corey Northrop
Executive Director

cc: Richard Marburger, Board President
Sonia Kalfayan, Board Corresponding Agent

Attachment:
Approved COVID-19 Preparedness and Response Plan

RESOLUTION APPROVING THE COVID-19 PREPAREDNESS AND RESPONSE PLAN (“PREPAREDNESS PLAN”) AND APPROVAL OF CHARTER CONTRACT AMENDMENT

A.G.B.U. Alex & Marie Manoogian School

A special meeting of the Academy Board of Directors was held on the 30th day of July, 2020, at 5:00 P.M.

The meeting was called to order at 5:27 P.M. by Board Member Dr. Richard Marburger:

Present: Dr. Marburger, Alice Nigoghosian, Esther Lyons, Edmond Azadian, Osep Sarafian, Janice Torosian, Dr. Linda Darian Karibian

Absent: Dickran Kurjian, Robert Stepanian

The following preamble and resolution were offered by Board Member Alice Nigoghosian and supported by Board Member Dr. Linda Darian Karibian:

BACKGROUND

On June 30, 2020, in response to the novel coronavirus (COVID-19) pandemic affecting our state, Governor Gretchen Whitmer issued Executive Order 2020-142 (the “Order”) that, provides a structure to support all schools in Michigan as they plan for a return of preK-12 education in the fall. Under the order, all schools must adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) laying out how they will cope with the disease across the various phases of the Michigan Safe Start Plan. Under the Order and the Michigan Safe Schools: Michigan’s 2020-2021 Return to School Roadmap developed by the COVID-19 Task Force on Education Return to School Advisory Council (“Return to School Roadmap”), Schools retain flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions.

Acting under the Michigan Constitution of 1963 and Michigan law, the Order and the Return to School Roadmap state:

1. Coronavirus relief funds under the Coronavirus Aid, Relief, and Economic Security Act will be provided and may be used to aid in developing, adopting, and following a COVID-19 Preparedness Plan under section 2 of the Order.
2. Every school must develop and adopt a Preparedness Plan that is informed by the Return to School Roadmap.
3. By August 15, 2020 or seven days before the start of the school year for students, whichever comes first: the Academy Board must approve its Preparedness Plan.
4. By August 17, 2020, the Academy’s authorizing body, Central Michigan University, must collect the Preparedness Plan and transmit such plan to the Superintendent and to the State Treasurer.
5. By August 17, 2020, the Academy must prominently post its approved Preparedness Plan on the Academy’s website home page.

The Academy submitted its Preparedness Plan to Central Michigan University (“Authorizer”) for review and approval.

The Academy Board of Directors (“Academy Board”) is required to approve the Academy’s Preparedness Plan by August 15, 2020 or seven days before the start of the school year for students, whichever comes first, and is required to approve the Academy’s Preparedness Plan as a charter contract (“Contract”) amendment.

THE ACADEMY BOARD THEREFORE RESOLVES THAT:

1. The actions taken by Academy representatives to prepare and submit the Academy’s Preparedness Plan to Authorizer are ratified.
2. The Preparedness Plan, as approved by the Authorizer, is approved by the Academy Board as the COVID-19 Preparedness Plan and as the COVID-19 Preparedness Plan Amendment to the Contract. This Contract Amendment shall remain in effect as long as The Preparedness Plan remains in effect. The Board President is authorized to sign and submit the Contract amendment to the Authorizer for approval.
3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.
4. The Academy will deliver from time to time such information regarding the implementation of the Academy’s Preparedness Plan as the Authorizer or Michigan Department of Education may reasonably request.
5. Any Board policies or provision of Board policies that prohibit or impede the Academy’s compliance with The Preparedness Plan or Executive Order 2020-142 are temporarily waived, suspended or altered.
6. Any actions or actions taken by authorized Academy representatives in the development, submission and implementation of The Preparedness Plan are (to the extent such actions or actions are not inconsistent with the delegation of authority provided under this resolution) ratified and confirmed in all respects.
7. This Resolution shall take immediate effect and continue through the end of the state of emergency and disaster declared in Executive Order 2020-127 and any subsequent executive order declaring a state of emergency or disaster in response to COVID-19 or the end of the 2020-2021 school year, whichever is sooner.

Ayes: 7

Nays: 0

Resolution declared adopted.



Print Name: Esther M. Lyons

Secretary, Academy Board

Assurances

- 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 in 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 is 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.

Richard Marburger
President, Board of Directors

Board approved: 07/30/2020



Introduction and Overview

A.G.B.U. Alex & Marie Manoogian School (A.G.B.U.) proudly serves approximately 400 students in grades K-12 in Southfield, Michigan, located within Oakland County. We have a long history of serving our families with excellence and distinction.

The mission of the A.G.B.U. Alex & Marie Manoogian School is to successfully educate all students in a safe, dignified and supportive setting, partnering with the community to preserve the Armenian language and culture. Our vision is to prepare students to develop intellectually, morally and physically to become productive leaders in a global society. We encourage students to develop a strong cultural and individual identity through a well-balanced curriculum of language arts, mathematics, science, social studies, computer science, art, music, and physical education.

As with all of our work, this COVID-19 Preparedness and Response Plan (Plan) was developed following the A.G.B.U. Alex & Marie Manoogian School guiding principles, which include the following:

- A quality education requires a safe, secure and supportive learning environment.
- To stimulate independent and divergent thinking through instructional methods which keep pace with the changing demands of society.
- To recognize and value the uniqueness of every student, challenging each to fulfill his or her potential.
- To promote the appreciation of lifelong learning within an environment of excellence.
- To promote, through the curriculum, the development of the Armenian language, as well as the understanding and appreciation of Armenian history and art.
- To promote a foundation for student fulfillment and success through collaboration by the AGBU Board of Directors in conjunction with the faculty and parents.

This Plan includes

- **Plan for Operating in Phases 1, 2, or 3 of Michigan's Safe Start Plan** which includes the components of the **AGBU Continuity of Learning Plan** previously developed, approved and posted in April 2020 to AGBU's website: www.Manoogian.org.
- **Plan for Operating in Phase 4 of Michigan's Safe Start Plan**, which is Hybrid instruction consisting of 50 percent attendance of students. Each class will attend school either Monday and Tuesday or Thursday and Friday of each week. Wednesday will be allocated for deep-cleaning at AGBU while faculty conducts on-line instruction from home. In addition to in-person instruction, all assignments will be posted on-line. **Plan for Operating in Phase 5 of Michigan's Safe Start Plan** which consists of face-to-face in-person instruction.

All components of the Plan appropriately include components of Michigan's 2020-21 Return to School Roadmap (Roadmap).

A.G.B.U. will continue to monitor the health and safety needs of our school's community irrespective of what phase of Michigan's Safe Start Plan our region is in. As such, we reserve the right and autonomy to revert to our Plan for Operating during Phases 1 – 3 of Michigan's Safe Start Plan at any time, including when our region is in Phases 4, 5, or 6, if we deem it necessary and in the best for our students.



Plan for Operating during Phases 1, 2 or 3 of the Michigan Safe Start Plan

Phase 1, 2, or 3 Safety Protocols

During Phases 1-3 of the Michigan Safe Start Plan, A.G.B.U. will be closed to in-person instruction and all inter-school, after-school and athletic activities will be discontinued or suspended. We will permit school employees and contractors to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.

A.G.B.U. does not offer a food service program so it will not directly distribute food to families. However, we will refer any families in need to appropriate community organizations that can assist them in this regard.

A.G.B.U. will adjust cleaning practices to maintain school building functional order.

All busing and transportation services offered to A.G.B.U. students will be suspended.

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

During Phases 1-3 of the Michigan Safe Start Plan, A.G.B.U. will be closed. The school counselor has created and will continue to monitor her school Instagram account. This screening, along with teacher and parent referrals, will allow the counselor to assess at-risk students and to make appropriate recommendations while respecting HIPPA and FERPA policies. Staff will be given guidelines on how to recognize and refer at-risk students through a Back-to-School Professional Development meeting.

The school counselor will provide resources to the staff in terms of self-care and resiliency strategies and will provide to the school's community a return to school transition plan in regard to mental and social-emotional health.

Phase 1, 2, or 3 Instruction

Governance

A.G.B.U. has a Return to Instruction and Learning working group. Administration and Head Teachers are to gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations. Feedback will provide improvement to the effectiveness of the school's governance.

Remote Instruction

A.G.B.U. provided effective remote instruction at the conclusion of the 2019-20 school year to ensure continued student learning through the development and implementation of its Continuity of Learning Plan. The school will continue to implement those practices during Phases 1-3 of the Michigan Smart Start Plan.

This approach is effective because we have confirmed that 100 percent of our school families have access to computer technology at home based on previous school assignments. If a student's technology malfunctions, accommodations will be made. The modes of instructions include, but are not limited to, Zoom classrooms, email, text messaging, YouTube, project-based learning, What's App, videos, slideshows, Khan Academy, Raz-Kids, and smart phones. The elementary school will use Google Classroom while both the middle and high school will use Microsoft Office. A schedule will be created



for teachers to hold Zoom sessions. Instructors will send links to websites for specific pages as supportive material. Without face-to-face meetings, teachers will be emailing packets to students. Teachers will follow their syllabi, since all students will have access to textbooks on-line.

There will be a review of student's 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 to match services accordingly. A structure for general and special education teachers will be established for collaboration on delivery methods for assessments and instruction as outlined in IEPs. Students' needs will be assessed around accessibility and provide assistive technologies, where possible.

Communication and Family Supports

A.G.B.U. will continue to use emails, texts, and personal phone calls to reach every family and student in their home language. Staff members who are fluent in a family's home language will translate letters and provide phone calls to ensure clear communication. Parents and students will be clearly informed about when school will begin, class schedules, lessons, expected workload, and expected grade-level proficiencies. The elementary grades will use Google classroom while the middle and high school grades will use Microsoft Teams. Professional Development workshops will be provided to teachers, and students will receive training to build digital literacy.

Professional Learning

A.G.B.U. will conduct Zoom meetings to provide whole group professional learning and training, support for teachers regarding bias, social-emotional health, and culturally responsive education. Subgroup meetings will allow teachers to share their knowledge of successes and failures of remote learning. Teachers will share information and data about students' assessment results, progress, and completed assignments; they will learn how to use the school's digital systems and tools appropriately and sustainably, and they will build capacity around high-quality remote learning.

Monitoring

A.G.B.U. will monitor and assess connectivity and access to the Internet. Teachers or students will notify the school administration regarding families who are having issues in this area, and administration will be proactive in resolving these issues. Teachers are expected to monitor and track students' online attendance on a daily basis. Teachers will also assess the quality of student work and provide feedback to students and families through weekly virtual or phone conferences or more often, as needed.

Phase 1, 2, or 3 Operations

Facilities

During Phases 1-3 of the Michigan Safe Start Plan, A.G.B.U. will be closed to in-person instruction and all inter-school, after-school and athletic activities will be discontinued or suspended. We will permit school employees and contractors to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators. A.G.B.U. will adjust cleaning practices to maintain school building functional order as well as having the necessary materials and supplies in the building for appropriate cleaning and disinfecting.



Custodial staff will wear surgical masks when performing cleaning duties. A.G.B.U. will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies as well as advocate for ISDs to coordinate with LEMPs.

A.G.B.U. does not use the school buildings for essential actions such as elections, food distribution, and child care.

Technology

During the COVID closure of 2019-2020 school year, families were surveyed regarding the numbers, types, and condition of devices used in their homes to support remote learning. A.G.B.U. remains confident that students have access to technology in their home. The school principals of the elementary, middle and high school will be the school contacts for planning and communicating with the school technology teams. The principals' contact information is available on the school's website. As new students are enrolled, a personal survey will be conducted to assess their technology needs.

Training and support will be provided to elementary teachers for Google classroom while middle and high school teachers will receive Microsoft Teams training by either high school, middle school, or elementary head teachers.

Any school owned device will be sanitized by the user before being placed in a sealed box prior to return. The device will then be re-sanitized before being assessed for necessary repairs or replacement. Arzo Electronics Inc. will: remove malware and fix standard issues including screen, keyboard, or battery replacement; identify an asset tracking tool; develop on-site triage of staff and student devices to minimize the time that staff may be without a device; develop a technology support plan for families; monitor device usage and compliance with online learning programs; provide support programs to ensure that students and families can access online teaching; troubleshoot problems with access; ensure that students can submit assignments and be evaluated accordingly; schedule ongoing staff training on platforms and tools; 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; and ensure every student has access to the appropriate technology and connectivity needed to continue learning.

Budget, Food Service, Enrollment and Staffing

A.G.B.U. will provide instructional resources and materials to staff and students as feasible. Administration will work with MDE if it becomes necessary to hire personnel in a remote environment. Student and teacher handbooks will outline logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.

Referrals for nutritional community resources will be made available to families. A.G.B.U. will be closed during this phase; therefore, nutritional services will be unavailable.



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

Phase 4 Safety Protocols

Personal Protective Equipment

Facial coverings will always be worn by staff except for during meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering is not required to wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance is not required to wear a facial covering.

- Facial coverings must be worn by all K-12 students and staff at all times while in classrooms, hallways and common areas in the building with the exception of during meals.
- K-5 and special education teachers are encouraged to consider wearing clear masks.
- K-5 students that remain with their classes throughout the school day and do not come into close contact with students in another class are not required to wear facial coverings.
- 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.
- Facial coverings must be worn by all students, staff, and bus drivers during school transportation.
- Any staff or student that is unable to medically tolerate a facial covering is not required to wear one. A doctor's written excuse is required. Any staff or student that is incapacitated or unable to remove the facial covering without assistance is not required to wear one.
- 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 in grades 6-12.

With regard to Hygiene, A.G.B.U. 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 hand washing techniques).
- Teach and reinforce hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Hands must be washed immediately using proper hand hygiene techniques. Used tissues should be thrown in the trash.
- Systematically and frequently check and refill soap and hand sanitizers.
- Ensure students and teachers have scheduled hand washing with soap and water every 2-3 hours.
- Avoid 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 uses or provide adequate supplies to assign for individual student use.
- Procure portable hand washing and/or hand sanitizing stations to set up throughout school buildings.

Spacing, Movement, and Access

All persons entering the building will be screened for symptoms, required to wear a facial covering(s), and wash/sanitize hands prior to entering. Strict records, including date and time, of non-school employees or other visitors entering and exiting the building will be kept by the front office. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by school administration. Floor tape or other markers will be placed at six-foot intervals where line formation is anticipated. Signs will be posted throughout out the building reminding all persons to maintain proper social distancing. Arrow markings will be placed on the floors to indicate flow patterns. Social distancing and seat markings will be posted in the lobby, multipurpose rooms, and in any other large areas. Signs will be posted on restroom doors and on walls within reminding students of social distancing and hand washing techniques.

A.G.B.U. will implement desk/table arrangements to reflect the 6 feet spacing requirements. Student desks and tables will face toward the front of the room.

Screening Students and Staff

- A.G.B.U. will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- A.G.B.U. will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- 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 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.

Testing Protocols for Students and Staff

- A.G.B.U. will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school will 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 will wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school will 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 classroom and/or school in an effort to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes 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 will be required to be tested for COVID-19.

Responding to Positive Tests Among Staff and Students

- A.G.B.U. will cooperate with the local public health department 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 showed symptoms to the time when he or she was last present at the school.
- A.G.B.U. 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 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. A.G.B.U. can help the local health department by collecting data and contact information of those exposed.
- Note: A.G.B.U. will provide staff with guidance on confidentiality laws and statutes that protects 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 will not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 will 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 must wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

Food Service, Gatherings, and Extracurricular Activities

- A.G.B.U. will prohibit indoor assemblies that bring together more than one classroom.

Athletics

- A.G.B.U. 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 are required to use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will be asked to confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses will be cleaned and disinfected before and after every use, as detailed in the “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing are maintained at all times. Attention will be given to entry and exit points to prevent crowding.
- Each participant shall use a clearly marked water bottle for individual use. There will be no sharing of equipment.

- Handshakes, fist bumps, and other unnecessary contact will not be allowed.
- Indoor weight rooms and physical conditioning activities that require shared equipment shall be suspended. Outdoor physical conditioning activities will be allowed while maintaining social distancing.
- Large scale indoor spectator events will be 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

A.G.B.U. will ensure the following:

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo regular cleaning while students and faculty are in school with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, 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 class period.
- Playground structures will continue to undergo normal routine cleaning.
- Safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff uses products.
- Staff will wear gloves, surgical mask, and face shield when performing all cleaning activities.

Busing and Student Transportation

- A.G.B.U. 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-12, if medically feasible, are required to 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.
- A.G.B.U. will clean and disinfect transportation vehicles before and after every transit route. Students will not be present when a vehicle is being cleaned.
- A.G.B.U. 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.
- A.G.B.U. will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being used to transport students to A.G.B.U. daily.
- A.G.B.U. 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 be allowed to use group transportation to return home and will be required to follow protocols previously outlined. If a driver becomes sick during the day, they will be required to follow protocols for sick staff previously outlined and must not return to drive students.
- Weather permitting, A.G.B.U. will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, A.G.B.U. 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

Students, or their family members who have high-risk for severe illness to COVID-19, are expected to stay at home and continue their studies through remote learning. They will receive instructions via support staff.

Staff members who are high-risk for severe illness will minimize face-to-face contact and maintain a distance of six feet from others. If necessary, job responsibilities will be modified by administration to limit exposure.

A.G.B.U. will 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.

Phase 4 Mental & Social-Emotional Health (Strongly Recommended)

Phase 4 mental and social-emotional health practices will continue as implemented in Phases 1-3. The school counselor created and will continue to monitor her school Instagram account. This screening, along with teacher and parent referrals, allows the counselor to assess at-risk students and appropriate recommendations while respecting HIPPA and FERPA policies. Staff will be given guidelines on how to recognize and refer at-risk students through a Back-to-School Professional Development meeting.

The school counselor will continue to provide resources to the staff in terms of self-care and resiliency strategies and will provide to the school's community a return to school transition plan in regard to mental and social-emotional health.

Phase 4 Instruction

Governance

A.G.B.U. has a Return to Instruction and Learning working group. Administration and Head Teachers are gathering feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations. Feedback will provide improvement to the effectiveness of the school's governance.

Instruction

Hybrid instruction will consist of 50 percent attendance of students. Each class will attend school Monday and Tuesday, or Thursday and Friday of each week. Wednesdays will be allocated for deep cleaning at the school while faculty conduct on-line instruction from home.

A.G.B.U. Manoogian School will:

- Ensure that every student has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning;
- Assess student readiness to engage in grade-level content;
- Offer scaffolds and supports to meet the diverse academic and social-emotional needs of its students;
- Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration;
- Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.

- Conduct a review of each student’s IEP in partnership with teachers and parents to reflect each student’s evolving needs based on time away from associated services including OT, PT, and Speech while remote instruction occurs as part of the hybrid model being implemented.
- Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students’ needs.
- Set expectations for teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers’ and students’ familiarity with online learning in case of a return to remote instruction.
- Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
- Provide support by communicating regularly with families in their home language about their child’s progress and the targeted plans for students in need of additional support.
- If hybrid, 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.
 - Attendance: Develop systems to monitor and track students’ online attendance on a daily basis.
 - Student Work: Teachers will assess the quality of student work and provide feedback to students and families; and students will self-assess the quality of work, reflect on teacher feedback, and learning progress.

Communications and Family Supports

A.G.B.U. will continue to use emails, texts, and personal phone calls to reach every family and student in their home language. Staff members who are fluent in a family’s home language will translate letters and provide phone calls to ensure clear communication. Parents and students will be clearly informed about when school will begin, class schedules, lessons, expected workload, and expected grade-level proficiencies. Elementary School will use Google classroom while Middle and High School will use Microsoft Teams. Professional Development workshops will be provided to teachers, and students will receive training to build digital literacy.

Professional Learning

A.G.B.U. will conduct Zoom meetings to provide whole group professional learning and training, support for teachers regarding bias, social-emotional health, and culturally responsive education. Subgroup meetings will allow teachers to share their knowledge of successes and failures of remote learning. Teachers will share information and data about students’ assessment results, progress, and completed assignments; learn how to use the school’s digital systems and tools appropriately and sustainably; and build capacity around high-quality remote learning.

Phase 4 Operations

Facilities

A.G.B.U.’s custodial staff will audit necessary materials and supply chain for cleaning and disinfection supplies. Frequently touched surfaces will be cleaned several times during school year and deep cleaned over the summer. Custodial staff will regularly change air filters, 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. Custodial staff will follow guidance from the



CDC about the use of facial coverings and special respirators when performing cleaning duties and maintain facilities for in-person school operations. The HVAC systems will be checked to ensure that they are running efficiently.

A.G.B.U.'s administration will coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies and advocate for ISDs to coordinate with LEMPs. A.G.B.U. will provide school-level guidance for cleaning and disinfecting all core assets including the buildings and playgrounds. Administration will alert custodial staff regarding any changes in recommended cleaning guidelines issued by OSHA and/or CDC in real-time based on the status of community spread across local geographies. Administration will audit the school building with a focus on availability and size of each classroom and determine if additional spaces are available (e.g., gym, lunchroom, and auditorium). Administration will determine if there is proper ventilation in each classroom and make necessary adjustments. The school security protocols to decide if any process changes need to be implemented will be audited, and CDC protocols for interacting with the general public will be implemented. Administration will provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. A facility walk-through will be conducted and documented with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students. A.G.B.U. will procure level-1 surgical masks for cleaning and janitorial staff and level-1 facial coverings, including those with a transparent front, for K-5 teachers, low-income students, and students with special needs.

AGBU teachers will clean frequently touched surfaces several times a day within the classroom; and post signage about frequent hand washing, cough etiquette, and nose blowing and disseminated this information through various methods of communication.

Budget, Food Service, and Staffing

Students will be dropped off at main doors. While parents wait in cars, students' will have their temperature taken and asked 3 questions regarding their health. Those who do not pass will be returned to their parents. Those who become ill during the school day will be quarantined in an identified area until parents arrive. Students who ride the school bus will follow the same arrival protocols. At the end of the day, busers will leave from a designated door. All other students will remain in their last class until their name is called to depart.

A.G.B.U. administration will conduct phone calls to staff to determine who is not returning due to the epidemic and develop a staffing plan that may include team teaching. Any student who does not return to hybrid instruction due to pre-existing health conditions will be given an alternative remote learning instruction.

Administration will deploy underutilized staff to provide additional services to students who are learning remotely.

Updated student handbooks will be available on the school's website: www.Manoogian.org.

A.G.B.U. will not be creating new or additional positions for COVID-19 related issues; it does not have any local bargaining units. At this time, new staff will not be recruited, interviewed, or hired.

Administration will consult legal counsel regarding any liability questions related to the COVID-19 pandemic.



Technology

During the COVID closure of 2019-2020 school year, families were surveyed regarding the numbers, types, and condition of devices used in their homes to support remote learning. A.G.B.U. remains confident that students have access to technology in their home. The school principals of the elementary, middle and high school will be the contact to plan and communicate with school technology teams. The principals' contact information is available on the school website. As new students are enrolled, a personal survey will be conducted to assess their technology needs.

Training and support will be provided to elementary teachers for Google classroom while middle and high school teachers will receive Microsoft Teams training by either high school, middle school, or elementary head teachers.

Any school owned device will be sanitized by the user before being placed in a sealed box prior to return. The device will then be re-sanitized before being assessed for necessary repairs or replacement. Arzo Electronics Inc. will: remove malware and fix standard issues including screen, keyboard, or battery replacement; identify an asset tracking tool; develop on-site triage of staff and student devices to minimize the time that staff may be without a device; develop a technology support plan for families; monitor device usage and compliance with online learning programs; provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access; ensure that students can submit assignments and be evaluated accordingly; schedule ongoing staff training on platforms and tools; 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; and ensure every student has access to the appropriate technology and connectivity needed to continue learning.

The school counselor will be the point person to centralize mental health referrals, communicate to families/students, and distribute recommended wellness materials

Transportation

The person in charge of busing will contact the school's transportation company to assess and finalize safety procedures for students who ride the bus. The individual in charge will maintain communications with families/students and school administration. There will be no field trips, athletic events or delivered food service under this phase.



Plan for Operating during Phase 5 of the Michigan Safe Start Plan

Phase 5 Safety Protocols

A.G.B.U. will follow all of the safety protocols outlined in its Plan for Operating during Phase 4 of the Michigan Safe Start Plan.

Phase 5 Mental & Social-Emotional Health

A.G.B.U. will follow all of the Mental & Social-Emotional Health protocols outlined in its Plan for Operating during Phase 4 of the Michigan Safe Start Plan.

Phase 5 Instruction

A.G.B.U. will transition to fully in-person and face-to-face learning during Phase 5 of the Michigan Safe Start Plan. The Educational Program, curriculum and other relevant information can be found in our Charter Contract at the following link:

<https://www.thecenterforcharters.org/cmu/PDFForWebsite/contracts/MI-63901.pdf>

Phase 5 Operations

A.G.B.U. will follow all of the Operations protocols outlined in its Plan for Operating during Phase 5 of the Michigan Safe Start Plan.

Van Atten-Densmore, Amy Sue

From: COVID-19 Preparedness and Response Plan <MDE-GEMS@michigan.gov>
Sent: Friday, August 14, 2020 1:15 PM
To: Van Atten-Densmore, Amy Sue
Subject: [External] COVID-19 Preparedness and Response Plan Submission Complete



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

Thank you for your recent submission of your COVID-19 Preparedness and Response Plan Submission.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – PRESIDENT • PAMELA PUGH – VICE PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
TIFFANY D. TILLEY – NASBE DELEGATE • JUDITH PRITCHETT
LUPE RAMOS-MONTIGNY • NIKKI SNYDER

808 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788