



## **Chatfield School COVID-19 Preparedness and Response Plan**

Address of School District: 231 Lake Drive Lapeer MI 48446

District Code Number: 44901

Building Code Number(s): 08451

District Contact Person: Matthew Young

District Contact Person Email Address: [myoung@chatfieldschool.org](mailto:myoung@chatfieldschool.org)

Local Public Health Department: Lapeer

Local Public Health Department Contact Person Email Address: Kathy Haskins:  
[khaskins@lapeercounty.org](mailto:khaskins@lapeercounty.org)

Name of Intermediate School District: Lapeer County Intermediate School District

Name of Authorizing Body: Saginaw Valley State University

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



## **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.

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President of the Board of Directors

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Date



## **Introduction and Overview**

The Chatfield School has aggressively worked to insure the safety of students and staff from the onset of the COVID-19 Pandemic. In March of 2020 while school was still in session, Chatfield School began working with students and parents to teach hygiene protocols and implemented increased cleaning protocols. When the school was closed due to the Governor's order, the Chatfield School staff responded quickly to maintain instruction using online tools. Teachers were provided professional development in online instruction and the use of Google Classroom. Students and parents were provided instructional materials and videos on how to properly use technology and Google Classroom. The school expanded the one-to-one technology program and implemented online instruction as an integral part of the Continuity of Learning Plan. The school maintained Special Education services for students and provided counseling services for at-risk students. Chatfield School purchased additional books for K-2 students to enhance access to leveled readers at home. Additionally, school staff worked tirelessly to maintain relationships with students and families by communicating in various ways including email, video conferencing, phone, and home visits.

Chatfield School partners with professional organizations to stay abreast of best practice related to COVID-19. These organizations include but are not limited to the Michigan Department of Education, Saginaw Valley State University School University Partnership Office (SVSU-SUPO), Michigan Association of Public School Academies (MAPSA), Michigan Council of Charter School Authorizers (MCCSA), and Michigan Association of Superintendents and Administrators (MASA). Locally, Chatfield School works collaboratively with neighboring school districts, the Lapeer County Intermediate School District (LCISD), and the Lapeer Health Department.

A Return to School Committee consisting of school administrators, staff, parents, and health professionals has been established and is working to prepare for the start of the 2020-2021 school year. The committee has surveyed families, staff, and other stakeholders as they make plans for the reopening of Chatfield School. The school has invested in additional cleaning equipment and supplies, scan thermometers, and personal protection equipment for staff and students. The school has invested in additional chromebooks so that every student has access to technology should digital learning be required. The school has purchased additional supplies to prevent the need



for students to share supplies.

The Chatfield School administrative team, Board of Directors, and Return to School Committee are all actively involved in preparing the COVID-19 Preparedness and Response Plan. As the plan was created, revised, and tailored to fit the needs of Chatfield students, families, and staff, the Chatfield mission and Statement of Beliefs guided all decision making. As always it comes down to what is best for children.

The mission of The Chatfield School is to build a partnership between parents and school staff to assure each child the best educational environment, the best teaching practices, and the highest expectations for mastering skills and acquiring the knowledge to be successful in today's world.

The mission of The Chatfield School is woven into all school operations. Staff professional development includes review and application of the mission. The organization of the staff and the school's structure are designed to promote the partnership between staff, parents, and students. Upon enrolling in the school parents and students agree to support the mission and the mission is reviewed multiple times with all of the stakeholders throughout each academic year.

Specific objectives have been identified for staff, parents, and students to fulfill the Chatfield mission. These objectives are reviewed with stakeholders and the mission is integrated into all school practices. Examples include on-going staff professional development, the support of staff to pursue and develop best practice pedagogy, parent education activities, opportunities for parent involvement, and student ownership of their learning and achievement.

Vision Statement:

Our vision is to provide the best educational opportunities for students in Lapeer County by utilizing best practices in education including parental involvement, innovative instruction, and a unique learning environment.

*We believe:*

- Children learn best and that all children can be successful in a community of



caring, support and encouragement.

- Parental involvement is a substantial contributing factor to a child's academic success.
- It is the school's obligation to engage parents in their child's academic experiences.
- A wide variety of field studies, experiences with nature, and hands-on learning opportunities are essential to a child's academic success.
- Community involvement and community service is a contributing factor to a child's academic success and development as a successful citizen.
- Parents and staff model life-long learning through active participation in professional development and parent education programs.
- Teachers are empowered to work as collaborative team members to address the needs of their students and the expectations of parents with creative, effective methods.
- Students are stimulated by a challenging academic curriculum.
- Students are given time to master skills before moving on, and academically exceptional children are given acceleration tailored to their individual talents.
- Students are viewed as individuals and their uniqueness is celebrated, supported and encouraged.
- Student character education is taught through direct instruction and by empowering students to learn from mistakes with consistent expectations and consequences in a safe and positive environment.
- Providing students the opportunities for academic experiences in the fine arts, physical education, community service, and ecology contributes to the development of a well rounded individual.

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

#### **Phase 1, 2, or 3 Safety Protocols**

In Phase 1, 2 or 3 Chatfield School will be closed for in-person instruction. The school building will be accessible to Chatfield School staff only for the purpose of preparing on-line instruction or providing remote live instruction using school provided Wifi. This will be available to staff members at the school. Staff may come to the school to



provide online instruction or if they are able to provide all instruction from their home they may do so. Staff members that come to the school for any reason will have to sign in at the front office and maintain social distancing protocols while in the building. School administrators or maintenance director will be present at the building daily for the purpose of conducting basic school operations.

Cleaning staff provided by Hi-Tech will be present providing sanitizing and thorough cleaning service. Services will include but are not limited to sanitizing frequently touched or used facilities including door handles, phones, bathrooms, etc.

Licensed childcare will be open for Chatfield families that have expressed a specific need to the childcare director and have scheduled drop off and pick up times. Childcare will not be available for drop-in service. Normal childcare hours will be 7am to 5pm. This service will be available to students that are healthy and have not been exposed to COVID-19. Students and parents will have a health scan prior to the start of each childcare session. All state guidelines and expectations for licensed childcare will be followed.

Chatfield School does not provide transportation. If Chatfield School were to provide transportation, all daily transportation services will be suspended.

Chatfield School partners with Lapeer Community Schools and Chartwells to provide meals to students. During the closure meals will be available for pick up at designated buildings in the Lapeer District. This information will be posted on the Chatfield School website and social media sites as well as communicated via School Messenger to all parents.

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

In January of 2020 Chatfield School staff participated in the Mental Health 911 professional development program that provided all teaching staff with guidelines regarding identification and rapid referral of at-risk students to Chatfield's student mental health team. Reporting protocols for school staff to evaluate physical and mental health status are reviewed during the start of the school year professional development.



Mrs. Elizabeth Kress, school counselor, is the designated mental health liaison working with school, local public health agencies, and community partners to ensure students, families, and staff receive the care and support they need.

A specific school website page will be created that highlights mental health and crisis resources as well as MDE resources and an email communication link for school stakeholders to address mental health concerns and specifically mental health concerns resulting from COVID-19. The school has a compilation of wellness resources that will be posted and available to staff, students, and families. The compilation will reference both Chatfield School's counseling program and resources as well as local and online resources for social-emotional health. The website page will also include return to school transition information including: destigmatization of COVID-19, understanding normal behavioral response to crises, general best practices of talking through trauma with children, and positive self-care strategies that promote health and wellness.

The mental health liaison, working with school administrators, will identify a mental health screening tool. School staff will receive training on how to implement the screening tool and steps for follow up including reference to wellness resources, confidentiality, and adherence to mandated reporting guidelines.

Chatfield School will formalize a comprehensive crisis management plan utilizing internal and external community based resources which can be activated efficiently as needed.

### **Phase 1, 2, or 3 Instruction**

In March and April of 2020 Chatfield teachers participated in several hours of Professional Development provided by our IT staff to prepare to instruct using Google Classroom, Google Meet, Whiteboard, and Zoom applications.

Chatfield's distance learning program began on April 6, 2020. The distance learning mainly consisted of digital communication between the individual homeroom teacher and the student/parent using Google Classroom. Every student has their own individual Google Classroom account that gives them individualized access and allows for the school to monitor its use. Every day the homeroom teacher was required to post at least one Mathematics, ELA, Science or Social Studies lesson on their Google Classroom. These recorded instructional lessons could be accessed by



students and parents anytime and any day. Teachers used Google Classroom along with applications like Whiteboard, Screencastify and others. Students submitted their completed assignments through Google Classroom. All Special Education, Social Worker, and Speech Service staff also have set up Classrooms in Google Classroom and made modifications and accommodations for students as written in the students IEP. Our Specials teachers, Music, Art, Physical Education, Spanish and Technology, created lessons that the students were able to participate in and these were posted in grade level Google Classrooms. Students' active participation in their subject areas ranged from 1 to 3 hours. Parent tutorials were developed and distributed for parents to assist them in helping their children use Google Classroom and other teaching tips.

Chatfield staff learned a great deal from this remote learning program that we will use to guide the 2020-2021 plan for online instruction. Feedback from parents and students was broad with responses varying from 'excellent instruction' to 'this is nearly impossible for us to achieve.' Key issues that we identified related more to the situation occurring at home rather than the quality of instruction teachers provided. Some parents did not have time to support their child in online instruction. For others, internet connectivity was a serious problem that prevented students from participating fully. In most cases parents and students were satisfied with the online instruction.

During the spring program some grade level teachers were able to arrange for parent pick up of textbooks or manipulatives that would be used for the following week during online instruction. We found that this was a successful way to motivate students and enhance their learning. While many resources like textbooks can be used as online versions, we will provide students with hard copies of some materials and manipulatives in order to promote engagement and consistency.

Many teachers were also able to have small group Zoom meetings with students to remediate or accelerate student learning. This is a practice that we will continue to implement at all grades.

For 2020-2021:

The remote learning plan will be distributed to all stakeholders in their home language. Chatfield School will provide opportunities through surveys for students





and parents to provide ongoing feedback.

The 2020-2021 remote learning plan will use digital or phone communication between the individual homeroom teacher, elective teachers and the student/parent using Google Classroom.

Every student has their own individual Google Classroom account that gives them individualized access and allows for the school to monitor its use. Every day the homeroom teacher is required to post a Mathematics and ELA lesson, and one Science or Social Studies lesson on their Google Classroom. These recorded instructional lessons can be accessed by students and parents anytime and any day. Teachers will use Google Classroom along with applications like Whiteboard, Screencastify and others. Students will submit their completed assignments through Google Classroom. Teachers and teacher assistants are expected to provide small group instruction to students through the use of online meetings.

All Special Education, Social Worker, Speech and Counseling Service, and Intervention staff also have set up Google Classrooms and meet with students and make modifications and accommodations for students as written in the students IEP, IRIP, or individual learning plan. Special Education, Social Work, Speech and other support staff will meet regularly via online meeting to discuss each student's progress and design accommodations. These meetings will allow staff to review and reflect on student's IEP, IFSPs or 504 plans.

School Director Matt Young will lead a continuation of services plans for students needing occupational, physical, and/or speech and language therapy services, including evaluations by school psychologists and social workers. Mr. Young will also lead the Student Needs Assessment Committee work aimed at identifying and supporting students who are not experiencing success after participating in the school's multi-tiered system of support.

Our elective teachers, Music, Art, Physical Education, Spanish and Technology will create one lesson per week for each grade K-5 and will be posted in the student's homeroom Google Classrooms. For students in grades 6-8, each elective teacher will have a Google Classroom for that course and will provide daily lessons. Student active participation online should range from from 3 to 5 hours per day. Parent



tutorials are developed and will be redistributed for parents to assist them in helping their children use Google Classroom and other teaching tips.

In the 2020-2021 school year Chatfield School will assess all students using NWEA MAP, an on-line diagnostic assessment, whether as part of in school instruction or on-line instruction. K-5 teachers will also use DRA-2 as a screening tool during in school instruction and as feasible in on-line instruction during phases 1-3. Teachers will participate in data drops 3 times during the school year to analyze student progress on curriculum and how instruction can be differentiated to allow for acceleration or remediation of critical content.

Chatfield School utilizes several strategies to reach and communicate with all families in their home language. Some of these strategies include our Skyward Parent portal, Chatfield website, letters, School Messenger: email, phone, and text, social media, and newsletter. Home visits are utilized particularly when communication is limited or inconsistent.

Expectations around the duration of a school closure and reopening will be provided by letter and phone call to families as well as posted on the school website.

Decisions about daily instructional time, estimated workload, assessments and feedback will be communicated by letter, phone call to families, newsletter, and posted on the school website.

Supports and resources along with trainings/workshops for parents on digital systems and tools to build digital literacy will be communicated by newsletter, posted on the school website, and social media.

In all cases Chatfield School makes every effort to communicate effectively with parents and stakeholders.

In Phase 1, 2 or 3, Chatfield School will provide professional learning opportunities for teachers and staff via virtual modes. This will include the use of virtual webinars provided by universities or other organizations designed to support social-emotional learning, online instruction and assessment, and high quality remote learning. It will also include opportunities for teachers to share best practices and to collaborate on



best practices for online instruction, prototypes for a week's worth of instruction, and to establish consistency and appropriate workload across grade levels.

Nearly 95% of Chatfield families have access to consistent internet for their child to participate in online instruction. Chatfield School will work with each family that has internet connectivity issues to provide internet access. This may include paying for hotspot service or reimbursing a family that is unable to pay for internet access.

Teachers will daily record students' online attendance. Classroom Google Meets will be required for attendance to be counted. Additionally students' participation in accurately completing assignments will be counted towards attendance each day. Attendance is kept through an online Google Spreadsheet and will then be recorded into Skyward, the school's student data system.

Teachers are required to provide feedback on all assignments. Teachers will record grades in the student data system on a weekly basis, minimally. Parents have access to the student data system and can see their student's progress. Teachers will provide progress reports and quarterly report cards just like during in person instruction. Teachers will provide students with the opportunity to self-assess the quality of their work and make improvements. Teachers will adhere to their normal classroom policies to determine whether a student can redo an assignment or assessment to change his or her original grade.

### **Phase 1, 2, or 3 Operations**

The Chatfield School directors, maintenance director, and Hi-Tech cleaning service work closely to audit cleaning and disinfection supplies. The maintenance director is responsible for maintaining the supply chain and ensuring that cleaning and disinfection supplies are on hand.

School cleaning and disinfection protocols will be implemented according to the CDC School Decision Tree.

Custodial staff will wear masks when performing cleaning duties. Surgical masks will be worn if they are available.



Chatfield School works collaboratively with the Lapeer County Intermediate School District, Lapeer County Emergency Management Coordinator, and local school districts to coordinate the use of school buildings for essential actions.

Chatfield School will cooperate with any Local Emergency Management Program that is organized to support the procurement of cleaning and disinfection supplies. At this time such a program is not available in Lapeer County.

Chatfield School's Technology Director, Brian Hartman, is the single point of contact and hardware support lead for the school. Kristi Huestis, Technology Specialist, serves as educational technology support lead for students, staff and parents. Both Mr. Hartman and Mrs. Huestis are available to support students, parents, and teachers. They serve as the school's "help desk." Their contact information is communicated on the school website as well as through various other methods of communication.

Chatfield School has had a one-to-one technology program in place for years. This includes the distribution and collection of chromebooks each school year. The procedures include:

- Parents attend a meeting with school directors or view a recorded presentation regarding how the device is to be used.
- Parents must sign the Acceptable Use Technology Form.
- Student receives a device and charger.
- For turn in, student turns in device and charger.
- The device is sanitized upon return and stored.
- Maintenance is completed as needed or during the summer months.

The Technology Director has a triage system in place so that when a device is being repaired a loaner device can be utilized.

The Technology Director maintains the Wifi and wired network and schedules regular maintenance and upkeep of infrastructure.

Technology policies and procedures are reviewed and updated annually. These include data privacy policies, acceptable use policies, and the damage, theft and loss of technology policy.



The Chatfield School has invested this spring in acquiring over 200 additional chromebooks so that every student will have access to their own chromebook in the case of remote learning.

Within the first two weeks of in-person school, students will learn how to successfully log into their chromebook and utilize key learning software/applications. This will be completed by homeroom teachers, classroom assistants, and the technology specialist. In phase 1 through 3, this will be done by recorded videos that will be posted for all families.

The Chatfield School will have logistical plans related to attendance expectations and time to be spent on schooling by grade level outlined for students and parents. The details of these logistics will be completed by teacher teams prior to the start of the school year and disseminated to students and parents via email, newsletter and/or posted video.

During Phases 1-3, Chatfield School partners with Lapeer Community Schools and Chartwells to continue meal food services for families. Additionally, Chatfield School communicates to parents via School Messenger, social media, and newsletter when alternative meal options are available throughout the community.

Chatfield School has developed procedures for the safe pick up of instructional materials and resources during a school closure. When possible students will be encouraged to take materials and resources home to prepare for a school closure and be expected to return items upon return to in-person instruction.

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

#### **Phase 4 Safety Protocols**

Chatfield School will cooperate with the Lapeer County Health Department regarding implementing protocols for screening students and staff.

All families are encouraged to complete a symptom check application prior to coming to the school. All staff are required to complete the Michigan MISymptom Application prior to coming to the school. Families are encouraged to check their child's temperature at home every morning. Students or staff found to have a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of



COVID-19 are present. Students and staff should be fever free for 24 hours prior to returning to school.

Upon arrival, the school will be utilizing temporal scanning as staff and students enter the building.

Students who develop a fever or become ill with COVID-19 symptoms at school will wait to be picked up in the quarantine sick room, wear a mask, and be strongly encouraged for off-site testing with their parent/guardian or emergency contact. An ambulance may be required if school personnel suspect the student to be clinically unstable.

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask, go home or be transported home, and participate in off-site testing.

Symptomatic students and staff sent home from school must remain at home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines (fever and symptom free for 24 hours).

As directed by the Lapeer County Health Department, Chatfield School will notify families of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom or school in order to encourage closer observation for any symptoms at home.

As directed by the Lapeer County Health Department, 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.

Those quarantined should be closely monitored for any symptoms of COVID-19. Parents of students or staff that were not in close contact (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) will be notified to encourage closer observation of any COVID-19 symptoms but testing or quarantine will not be recommended unless otherwise directed by the Lapeer County Health Department.

Chatfield School will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and will, to the best of our ability, 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.



Chatfield School will notify local health officials, staff, and students as soon as possible 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. Chatfield School will fully cooperate with the health department by collecting and sharing data and contact information of those exposed.

Employees with a confirmed case of COVID-19 will only return to work after they are no longer infectious. This decision will be made with direction from local health officials.

If a student or staff member has a confirmed case of COVID-19 and has been present in the school, Chatfield will adhere to all of the required actions as determined by the health department. These may include closing a classroom space for 24 hours before cleaning to minimize the risk of any airborne particles, potentially closing the school for 24 to 48 hours and following proper cleaning protocols.

All students, staff, and guests in the building will be expected to wear face masks while in the building except when eating. Any person not wearing a face mask will need to provide a doctor's written statement that the person is not able to medically tolerate wearing a mask. \*See below.

It is expected that all persons wear a mask for several reasons including:

1. Covid-19 can be spread by people that do not yet know they have the disease or are asymptomatic.
2. Many persons in the school building are susceptible to the disease or are at higher risk than others for suffering complications from the disease.
3. For the common good of the school community, mask use is medically supported to help reduce the spread of the disease.

Any person that becomes incapacitated or unable to remove the mask without assistance will not be expected to wear one.

School staff may provide students with the opportunity to not wear face masks when a student is socially isolated such as during an outdoor walk, a single class recess.



## **PPE Requirements Processes**

\*Students who are at high risk for severe-illness due to COVID-19 but are unable to wear a mask must provide a doctor's written statement to the school director prior to arrival at school for instruction or work.

Staff who are at high risk for severe-illness due to COVID-19 but are unable to wear a mask must provide a doctor's written statement to the school director prior to arrival at school for their work. Directors will work closely with school staff to modify job responsibilities as necessary.

A student that is unwilling to comply with expectations regarding face masks will be required to remain at home and virtual learning opportunities may be provided.

Utilizing parent feedback, we have been working closely with Chatfield's Return to School Committee, the Lapeer County ISD, Lapeer County Health Department, and local medical health experts to develop our plan to provide a safe learning environment while maintaining Chatfield's special approach to teaching and learning. Our return to in person instruction includes spacing homerooms (cohort groups of students) to promote social distancing and limiting student movement throughout the building.

At the K-5 level students will remain in their assigned homeroom space and exit that space without coming into contact with other homeroom spaces. Specials will be held in the homeroom space or outside.

Hallway space does not allow for one direction travel, however the hallways will be cleared to allow for maximum space as people travel.

Within homerooms, students will be spaced as far apart as possible to achieve social distancing. In some cases, tables have been replaced with individual desks and arranged so that students are facing the same direction.

Teachers will attempt to maintain six feet of distance between themselves and students as possible.

Family members and other guests will not be allowed to enter the school building except under special circumstances with approval from school directors. School directors will keep a record of guests entering the building. Guests will follow strict protocols:





temperature check, health screener, face mask, and hand sanitizer prior to entering the educational space.

Signs will be posted throughout the building indicating proper social distancing requirements and signs will also be posted on bathroom doors limiting occupancy and social distancing and hygiene techniques.

The arrival time will be increased to between 7:55 and 8:10.

The school will be utilizing temperature scanning as students enter the building. Social distancing will be required as students wait for temperature scanning. Students will not congregate in the hallways but proceed directly to their homeroom space to start the school day.

The dismissal period will be organized by homeroom groups with teachers and support staff participating in the dismissal process.

Chatfield School will provide supplies to support healthy hygiene behaviors. Hand sanitizer will be available at each classroom and at school entrances.

Classroom sinks along with all bathroom sinks will be stocked with soap and paper towels. Tissues will be available in each classroom space. Steps for proper handwashing protocols will be available posted at every sink.

Teachers and support staff will teach and reinforce handwashing protocols with soap and water for at least 20 seconds. They will also teach how to properly use hand sanitizer.

Additional instruction will be provided to support students on how to cough or sneeze into their elbow or use tissue to cover their nose and mouth. This will include proper procedure for throwing away tissue and hand washing after use.

The custodial staff will check and refill soap and hand sanitizers twice per day.

Teachers will provide students with handwashing opportunities three times per day (one morning session, one prior to lunch and one afternoon session) and as needed.

Students will have their personal items such as writing utensils, art supplies, etc. kept in their own individual bins.



Lockers will not be used at Chatfield during phase 4 because locker use would not allow for social distancing.

Chatfield School will daily screen all students and staff for temperatures. Those running a fever will be asked to wait in the quarantine area. These individuals will be retested for temperature prior to being sent home. Anyone still running a fever will be sent home until fever free. All staff members or staff with a household member that tests positive for COVID-19 are required to report the case to the school directors. The school directors will notify the Lapeer Health Department.

All students or students' families are requested to report positive tests for COVID-19 to the school directors. The school directors will notify the Lapeer Health Department.

Chatfield School prohibits indoor assemblies that bring together students from more than one classroom.

Students will eat their lunch in their classrooms. Students and staff will wash their hands before and after every meal .

Cafeteria staff will use gloves, face shield and mask during preparation, serving, and clean up of meals.

### **Athletics**

Chatfield School will comply with all guidelines published by the Michigan High School Athletic Association and the National Federation of State High School Associations.

At every practice, event(scrimmage or contest) or gathering the following expectations are required:

- Students, coaches, and staff will use proper hand hygiene techniques before and after every practice, event or gathering.
- Students, coaches, and staff will complete a health screener prior to participating in any practice or event.
- All equipment will be disinfected before and after use using EPA approved cleaner.



- Each participant will supply their own marked water bottle.
- Facial coverings must be worn during any transportation of students for athletic events. Should a bus be used for transportation to an athletic event, the bus must be cleaned and disinfected before and after every use.
- Handshakes, fist bumps, and other unnecessary contact may not occur.
- Physical conditioning using shared equipment is not permitted.
- Outdoor physical conditioning may occur if social distancing is maintained.
- Large scale outdoor spectator events are limited to 100 people and people must maintain social distancing.

### **Cleaning**

Chatfield School has added a daytime cleaning person to its custodial staff. This employee will have the responsibility of cleaning frequently touched surfaces including light switches, doors, and benches using an EPA-approved disinfectant. This cleaning protocol will meet the every four hour cleaning requirement.

Because the Chatfield School is employing a social distanced plan where students stay in specific assigned areas, libraries and computer labs will not be used by various classes throughout the day. However in areas where various classes utilize hands-on instruction, the classroom and hands-on materials will be cleaned and sanitized between every class period with an EPA-approved disinfectant.

Student desks will be wiped down with an EPA-approved disinfectant solution after each class period where students have or will change their seats.

Playground structures will continue to have normal routine maintenance and cleaning.

All staff will be trained in the proper use and storage of EPA-approved disinfectants. Safe storage areas will be designated in each classroom space. Staff will ensure adequate ventilation when cleaning products are used.

Staff are expected to wear gloves, mask, and face shield when performing all cleaning activities.

### **Transportation**



Chatfield School does not provide transportation or busing to and from school. However, there may be times during the school year when bus transportation is utilized. The following expectations must be observed when utilizing bus transportation:

- Hand sanitizer must be supplied on the bus and used upon entry.
- Facial covering/mask must be worn at all times by all occupants.
- The bus must be cleaned and disinfected before and after each roundtrip transit route. Specific cleaning of frequently touched surfaces must also occur at this time using EPA approved cleaners. During cleaning, doors and windows should remain open to allow for ventilation and for the vehicle to air out.
- Children may not be present during the cleaning.
- All special equipment including car seats, wheel chairs, and adaptive equipment, etc. that are used on a bus or transported to or from school on the bus must be cleaned and sanitized daily.
- If a student is unable to board the bus the bus driver will phone the school office and arrange for transport of the student. The bus driver will wait with the student until the alternate transportation arrives.
- If a student becomes sick during the day, he or she will not be allowed to ride on the bus. The school office will arrange alternative transportation with the parents of the student.
- If a bus driver becomes sick during the day he or she must follow the protocols for sick staff and must not drive students. He or she would call the school office and wait with the bus until alternative transportation arrives.
- Weather permitting, the bus driver, students, and school personnel may choose to keep windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation. Safety must be a top consideration in this decision.

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

Chatfield School has always had a robust program in place for supporting student, parent and staff mental health and prioritizes the social and emotional wellbeing of students and staff. The school employs a full time certified counselor whose sole responsibility is counseling students, parents, and staff, providing whole group and small group counseling as well as character lessons to all students.

The school counselor will identify age appropriate mental health screeners and will screen students at the start of the school year. If appropriate the counselor will train



school staff to screen students as well using a specific tool. The counselor will be at the ready to support students that are identified through the screening process. Each year all school staff receive training on mandated reporting guidelines.

Chatfield School has always had an informal process for the identification and rapid referral of students at-risk for mental health issues. The school counselor is currently working to formalize this plan in writing and it will be reviewed with staff during professional development prior to the start of the school year. The plan will establish ongoing protocols for school staff to evaluate physical and mental health status.

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Chatfield School will formalize a comprehensive crisis management plan which can be activated efficiently. This plan will be reviewed with all staff during professional development prior to the start of the school year.

Chatfield School works collaboratively with the Lapeer County Community Mental Health (CMH) services. Utilizing resources provided by CMH the school counselor will compile and update a comprehensive list of wellness resources for students, families, and staff. These resources will be used as needed in conjunction with mental health screening practices.

The school counselor and school directors will activate an email address for students and school stakeholders to address mental health concerns. The school counselor will be responsible for responding to this account. This email will be posted on the school website.

Chatfield School will communicate with students, parents and stakeholders using a variety of channels to communicate the return to school transition. These communications will include ways to destigmatize COVID-19 with students, understanding normal behavioral response to crises, working through trauma with children, and positive self-care strategies that promote health and wellness.

#### **Phase 4 Instruction**



## **Governance**

Chatfield School has created a Return to School Committee made up of school directors, staff, parents, and medical professionals. The committee has gathered survey data regarding the school's remote learning plan, the start of the coming school year, and other pertinent information regarding student health and family readiness for the start of the school year with in-person instruction.

## **Instruction**

Chatfield School will open as scheduled for in-person instruction with required safety protocols in place. Chatfield School is not implementing a hybrid learning plan in which students are in-person for a set number of days per week and then receive distance learning for a set number of days per week. However Chatfield School students, staff and parents must be prepared that should in-person instruction be cancelled, distance learning begins seamlessly.

On-line instruction for Chatfield students will include best practices for blended or remote learning. Instruction will be based on grade level standards and address Michigan standards. Instruction will include various modes of assessment including common assessments, interviews, use of rubrics, and standards based competencies. Teacher provided feedback is expected to allow for student growth and improvement. Teachers will provide differentiated support as needed. Teachers will include social-emotional learning strategies and techniques on a weekly basis and as needed within their on-line classrooms. The school will provide guidance for staff, students, and parents regarding instructional time and workload per different grade bands to ensure consistency for students. This will be accomplished through teacher input, survey results and consultation with other curriculum directors.

Chatfield has an established vision for instruction that applies to both in-person or on-line distance learning. This vision includes:

- All students will start the year with access to grade-level differentiated instruction and high quality, standards-aligned instructional materials in each subject area.
- Each student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners/diagnostics.
- Students' academics and social-emotional needs will be addressed with the integration of a multi-tiered system of support interventions, social and



emotional learning (SEL) and building relationships with peers, teachers, and school staff.

Teachers have access to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction. Resources for teachers have been made available to teachers by various districts and ISDs. Teachers will have access to various online resources to help address standards and provide individualized on-line instruction.

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Chatfield School has determined and activated structures outside of the regular school day to support students in need. For instance, this summer Chatfield is providing identified k-2 at-risk reading students with additional virtual reading instruction. Additionally, Chatfield, in partnership with local service organizations, provided all k-2 students with additional on-level reading materials for the summer months.

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### **Communications and Family Supports**



Chatfield School utilizes numerous strategies to communicate with families including email, texts, all call, US mail, website, and social media. We address the home language for families as needed. This August we will communicate expectations around their child’s return to school, plans for the different school opening scenarios, and information about curriculum, assessment, and grade-level proficiencies. Chatfield School values parents as partners in their child’s education. Chatfield’s technology specialist will provide opportunities for parents to understand how to access and use Chatfield’s digital systems including Skyward and Google Classroom. Each grade level will provide parents with supports and resources to use at home, such as grade-specific activities and strategies for teaching and helping their child.

### **Professional Learning**

Chatfield School dedicates 5 district provided days of professional development each year for teachers. Professional development is organized and planned based on the School Improvement plan and feedback from teachers. For the 2020-2021 school year much of the professional development will be focused on how to provide quality online instruction. Teachers will be provided time for curriculum planning to ensure stability of scope and sequence of instruction.

Teachers will be provided time both at the start of the school year and during data drop meetings to share data and concerns about each student’s growth and needs.

Teachers will be provided with the opportunity to share and acquire knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.

Professional development has already been provided and we will continue to provide additional professional development around the schools digital systems and tools at their disposal such as Google Classroom.

### **Phase 4 Operations**

In preparation for in-person instruction, Chatfield School staff have been making many preparations regarding the school facilities to provide students with as safe a return to in-person learning as possible. School directors have worked closely with the school’s cleaning provider to audit necessary materials and supply chain for cleaning and disinfection supplies. This includes the procurement of special masks, face shields, etc. that are needed for various functions in the school. The school will be ready to start the school year with the necessary equipment on hand.





The school directors have audited all facilities available to utilize to provide as much space for social distancing as possible. All learning spaces have been considered and movement of certain content areas will occur. For instance all specials courses will be taught in homerooms and the specials classrooms will be used to house homerooms. The school has purchased large tents to provide some covered space for outdoor classes to utilize.

The cleaning provider and the school's custodian will provide necessary training to staff regarding the cleaning and disinfecting of all spaces and frequently touched surfaces. Chatfield School will hire an employee who will provide additional cleaning of frequently touched surfaces during the school day.

Chatfield directors, custodians, and cleaning provider adhere to all recommended cleaning guidelines issued by OSHA and/ or CDC and will update based on real-time recommendations.

Chatfield School maintained cleaning services through the Spring 2020 shutdown and the summer. Deep cleaning of all surfaces will occur prior to the start of the school year and sanitizing will occur prior to the return of teachers and prior to the return of students to the building.

In auditing school security protocols, one significant issue that has come up is the opening of windows. This is a change to normal protocols of keeping windows locked. Teachers will have the option to open windows as desired or appropriate.

School security will follow CDC protocols when interacting with students or the general public.

Chatfield School continually maintains all facilities for in-person school operations. HVAC systems are checked and maintained regularly. Dampers have been opened in all units to all for the greatest amount of fresh air intake as possible. Air filters are changed regularly.

Custodial staff will distribute wastebaskets, tissues as appropriate, and CDC approved soap to appropriate offices, classrooms, and unique spaces so that they can be utilized as needed and during travel between sites.

Signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted and disseminated.

Custodial staff will follow guidance from the CDC about the use of facial coverings and other necessary equipment to perform cleaning duties.



The custodial director and school directors will activate school cleaning and disinfection protocols according to the CDC School Decision Tree.

School directors will complete a facilities walk through with custodial staff to ensure that all spaces are ready for students.

Chatfield School is making accommodations related to budget, food service, enrollment and staffing during Phase 4 of the school reopening plan.

The school has created an arrival protocol that will allow for students to enter the building, get their thermal scan, and go directly to their assigned classroom while maintaining social distancing. The dismissal will maintain students in homeroom groups, limiting exposure to other students while allowing a full family to be picked up at the same time. All staff will be expected to participate in the dismissal process.

Through staff survey and email the school has conducted staff and student outreach to understand who is returning for in-person instruction. At this time nearly 12% of families that responded to the survey are unsure if they will return for in-person instruction. All staff intend to return including those who are considered high risk. The school directors consider the health and well being of the school staff as high priority and is in the process of establishing protocols to provide release time should it be needed for the need to be quarantined or a family member needs to be quarantined during the school year. Chatfield School does not have local bargaining units, but it remains the school directors and management companies responsibility to retain excellent teachers and staff.

Chatfield School has assessed the need for new or additional positions related to COVID-19. Increased cleaning protocols will require the hiring of an additional part time staff member.

Chatfield School will be communicating attendance policy changes with school staff, students, and families. There will be no incentives for attendance during the 2020-2021 school year. Parents are encouraged/expected to keep their child at home if he or she is ill.

Chatfield School has worked closely with our accounting firm and bookkeeper to guide the use of CARES Act funding. Additionally, the school has created a special account to track all Coronavirus related purchases/expenditures.

Chatfield School has inventoried substitute teachers and is actively recruiting substitute teachers.



Chatfield School is actively revising the student handbook and back to school communications to be disseminated in early August.

Chatfield School consults legal counsel as needed and a director will attend a legal update presentation with the Lapeer County Intermediate School District this August.

Chatfield School directors, accountant, and bookkeeper have met this summer to discuss budget processes. Directors and the School Board of Directors review and discuss budgetary constraints monthly at the school board meeting.

Chatfield directors, food service director, and food service provider are meeting in July and August to ensure any necessary food handling changes are implemented based on local public health guidance.

Chatfield directors, Return to School Committee, and staff are currently revising teaching schedules, arrival and dismissal schedules, lunch and bell schedules to accommodate for safety protocols. This information will be disseminated in early August.

Through the use of parent surveys, Chatfield School has determined that approximately 95% of families have access to adequate internet service to support remote digital learning and all families have some access to internet service. Chatfield School has budgeted funds for the purpose of providing families in need with proper internet access should they request it or indicate need for it. All staff play a role in communicating closely with families and then communicating back who may not be able to successfully utilize the internet. This information will be part of the technology support plan for families that is currently being revised. For the 2020-2021 school year all students will be able to take a chromebook home for remote digital learning should school be closed or should a student need to participate in remote learning due to illness or quarantine.

Mr. Matthew Young is the designated single point of contact at Chatfield to plan and communicate with the technology team.

Mr. Brian Hartman is the device and general technology support lead for the school.

Mrs. Kristi Huestis is the technology specialist working with both staff and students to maximize learning potential of technology both for in-person and remote learning. All teachers also play a critical role in supporting families with technology issues and troubleshooting issues to Mrs. Huestis and Mr. Hartman as needed. Mrs. Huestis is responsible for compiling and centralizing online resources that were created , published , or disseminated by teachers and others during the closure period.



Technology support services are provided to parents and students. All support services contact information is provided on the school website and communicated through newsletters.

The Chatfield parent group, PIE, does have a private facebook group for each grade level where parents can share technology questions and seek help from each other should they have minor questions regarding technology.

Chatfield School has had procedures in place for several years to assign, hand-out, and return procedures of one to one technology. Return procedures include sanitizing devices immediately upon return, ordering accessories that may be needed, and conducting maintenance routines and repairs over the summer so that technology is ready to reassign in August.

The technology director utilizes an asset tracking tool. The technology director utilizes specific vendors and has procedures in place with vendors to assure efficient processing, returning and maintenance of devices as needed. The technology director continually monitors the Chatfield infrastructure. Wifi access points are evaluated regularly in respect to age, load handling, and efficiency. The technology director reports to the technology team issue tracking and inventory results. Chatfield always has a very high rate of technology equipment returned in very good condition.

Chatfield School is in the process of revising a technology support plan for families and will disseminate the updated plan to parents and students in August.

Chatfield School does not own or utilize buses for day to transportation of students. However, transportation is a concern to Chatfield School as various forms of transportation are utilized for off-site learning experiences. Chatfield School is working closely with vendors that provide transportation for the school for such learning experiences. Chatfield School will only utilize transportation options that adhere to all public health protocols as outlined in the MI Return to Schools Road Map.



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

### **Phase 5 Safety Protocols**

In Phase 5 many of the protocols that are described in phase 4 will be in place for phase 5 at Chatfield School. Chatfield School will cooperate with the Lapeer County Health Department regarding implementing protocols for screening students and staff.

All families are encouraged to complete a symptom check application prior to coming to the school. All staff are required to complete the Michigan MISymptom Application prior to coming to the school. Families are encouraged to check their child's temperature at home every morning. Students or staff found to have a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Students and staff should be fever free for 24 hours prior to returning to school.

Upon arrival, the school will be utilizing temporal scanning as staff and students enter the building.

Students who develop a fever or become ill with COVID-19 symptoms at school will wait to be picked up in the quarantine sick room, wear a mask, and be strongly encouraged for off-site testing with their parent or guardian or emergency contact. An ambulance may be required if school personnel suspect the student to be clinically unstable.

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask, go home or be transported home, and participate in off-site testing.

Symptomatic students and staff sent home from school must remain at home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines (fever and symptom free for 24 hours).

As directed by the Lapeer County Health Department, Chatfield School will notify families of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom or school in order to encourage closer observation for any symptoms at home.

As directed by the Lapeer County Health Department, 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. Those quarantined should be closely monitored for any symptoms of COVID-19. Parents of students or staff that were not in close contact (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) will be notified to encourage closer observation of any COVID-19 symptoms but testing or quarantine will not be recommended unless otherwise directed by the Lapeer County Health Department.

Chatfield School will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and will, to the best of our ability, 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.

Chatfield School will notify local health officials, staff, and students as soon as possible 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.

Chatfield School will fully cooperate with the health department by collecting and sharing data and contact information of those exposed.

Employees with a confirmed case of COVID-19 will only return to work after they are no longer infectious. This decision will be made with direction from local health officials.

If a student or staff member has a confirmed case of COVID-19 and has been present in the school, Chatfield will adhere to all of the required actions as determined by the health department. These may include closing a classroom space for 24 hours before cleaning to minimize the risk of any airborne particles, potentially closing the school for 24 to 48 hours and following proper cleaning protocols.

All students, staff, and guests in the building will be required to wear face masks in common areas. In the classroom students and staff will not be required to wear face masks.

Family members and other guests entering the classroom will enter with strict protocols: temperature screening, health screener, face mask and hand sanitizer.



Signs will be posted throughout the building indicating proper social distancing requirements and signs will also be posted on bathroom doors limiting occupancy and social distancing and hygiene techniques.

The arrival time will be increased to between 7:55 and 8:10.

The school will be utilizing temperature scanning as students enter the building. Social distancing will be required as students wait for temperature scanning. Students will not congregate in the hallways but proceed directly to their homeroom space to start the school day.

The dismissal period will be organized by homeroom groups with teachers and support staff participating in the dismissal process.

Chatfield School will provide supplies to support healthy hygiene behaviors. Hand sanitizer will be available at each classroom and at school entrances.

Classroom sinks along with all bathroom sinks will be stocked with soap and paper towels. Tissues will be available in each classroom space. Steps for proper handwashing protocols will be available posted at every sink.

Teachers and support staff will teach and reinforce handwashing protocols with soap and water for at least 20 seconds. They will also teach how to properly use hand sanitizer.

Additional instruction will be provided to support students on how to cough or sneeze into their elbow or use tissue to cover their nose and mouth. This will include proper procedure for throwing away tissue and hand washing after use.

The custodial staff will check and refill soap and hand sanitizers twice per day.

Teachers will provide students with handwashing opportunities to students three times per day (one morning session, one prior to lunch and one afternoon session) and as needed.

Students will have their personal items such as writing utensils, art supplies, etc. kept in their own individual bins/backpack.

Lockers will be used by certain grade levels during phase 5.



Chatfield School will daily screen all students and staff for temperatures. Those running a fever will be asked to wait in the quarantine area to have their temperature rechecked. Those still running a fever will be sent home until fever free. All staff members or staff with a household member that tests positive for COVID-19 are required to report the case to the school directors. The school directors will notify the Lapeer Health Department.

All students or students' families are requested to report positive tests for COVID-19 to the school directors. The school directors will notify the Lapeer Health Department.

Chatfield School prohibits indoor assemblies that bring together students from more than one grade.

Students will eat their lunch in their classrooms. Students and staff will wash their hands before and after every meal .

Cafeteria staff will use gloves, face shield and mask during preparation, serving, and clean up of meals.

### **Athletics**

Chatfield School will comply with all guidances published by the Michigan High School Athletic Association and the National Federation of State High School Associations.

At every practice, event(scrimmage or contest) or gathering the following expectations are required:

- Students, coaches, and staff will use proper hand hygiene techniques before and after every practice, event or gathering.
- Students, coaches, and staff will complete a health screener prior to participating in any practice or event.
- All equipment will be disinfected before and after use using EPA approved cleaner.
- Each participant will supply their own marked water bottle.





- Facial coverings must be worn during any transportation of students for athletic events. Should a bus be used for transportation to an athletic event, the bus must be cleaned and disinfected before and after every use.
- Handshakes, fist bumps, and other unnecessary contact may not occur.
- Physical conditioning using shared equipment is not permitted.
- Indoor spectator events are limited to 50 people.
- Outdoor physical conditioning may occur if social distancing is maintained.
- Large scale outdoor spectator events are limited to 250 people and people must maintain social distancing.

## **Cleaning**

Chatfield School has added a daytime cleaning person to its custodial staff. This employee will have the responsibility of cleaning frequently touched surfaces including light switches, doors, and benches using an EPA-approved disinfectant. This cleaning protocol will meet the every four hour cleaning requirement.

In areas where various classes utilize hands-on instruction, the classroom and hands-on materials will be cleaned and sanitized between every class period with an EPA-approved disinfectant.

Playground structures will continue to have normal routine maintenance and cleaning.

All staff will be trained in the proper use and storage of EPA-approved disinfectants. Safe storage areas will be designated in each classroom space. Staff will ensure adequate ventilation when cleaning products are used.

Staff are expected to wear gloves, mask, and face shield when performing all cleaning activities.

## **Transportation**

Chatfield School does not provide transportation or busing to and from school. However, there may be times during the school year when bus transportation is utilized. The following expectations must be observed when utilizing bus transportation:

- Hand sanitizer must be supplied on the bus and used upon entry.
- Facial covering/mask must be worn at all times by all occupants.



- The bus must be cleaned and disinfected before and after each roundtrip transit route. Specific cleaning of frequently touched surfaces must also occur at this time using EPA approved cleaners. During cleaning, doors and windows should remain open to allow for ventilation and for the vehicle to air out.
- Children may not be present during the cleaning.
- All special equipment including car seats, wheel chairs, and adaptive equipment, etc. that are used on a bus or transported to or from school on the bus must be cleaned and sanitized daily.
- If a student is unable to board the bus the bus driver will phone the school office and arrange for transport of the student. The bus driver will wait with the student until the alternate transportation arrives.
- If a student becomes sick during the day, he or she will not be allowed to ride on the bus. The school office will arrange alternative transportation with the parents of the student.
- If a bus driver becomes sick during the day he or she must follow the protocols for sick staff and must not drive students. He or she would call the school office and wait with the bus until alternative transportation arrives.
- Weather permitting, the bus driver, students, and school personnel may choose to keep windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation. Safety must be a top consideration in this decision.

### **Phase 5 Mental & Social-Emotional Health**

Chatfield School has always had a robust program in place for supporting student, parent and staff mental health and prioritizes the social and emotional wellbeing of students and staff. The school employs a full time certified counselor whose sole responsibility is counseling students, parents, and staff, providing whole group and small group counseling, as well as character lessons to all students.

The school counselor will identify age appropriate mental health screeners and will screen students at the start of the school year. If appropriate the counselor will train school staff to screen students as well using a specific tool. The counselor will be at the ready to support students that are identified through the screening process. Each year all school staff receive training on mandated reporting guidelines.

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Professional development has already been provided and we will continue to provide additional professional development around the schools digital systems and tools at their disposal such as Google Classroom.

## **Phase 5 Operations**

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Signage about frequent handwashing, cough etiquette, and nose blowing will be widely posted and disseminated.

Custodial staff will follow guidance from the CDC about the use of facial coverings and other necessary equipment to perform cleaning duties.

The custodial director and school directors will activate school cleaning and disinfection protocols according to the CDC School Decision Tree.

School directors will complete a facilities walk through with custodial staff to ensure that all spaces are ready for students.

Chatfield School is making accommodations related to budget, food service, enrollment and staffing during Phase 5 of the school reopening plan.

Through staff survey and email the school has conducted staff and student outreach to understand who is returning for in-person instruction. At this time nearly 12% of families that responded to the survey are unsure if they will return for in-person instruction. All staff intend to return including those who are considered high risk. The school directors consider the health and well being of the school staff as high priority and is in the



process of establishing protocols to provide release time should it be needed for the need to be quarantined or a family member needs to be quarantined during the school year. Chatfield School does not have local bargaining units, but it remains the school directors and management companies responsibility to retain excellent teachers and staff.

Chatfield School has assessed the need for new or additional positions related to COVID-19. Increased cleaning protocols will require the hiring of an additional part time staff member.

Chatfield School will be communicating attendance policy changes with school staff, students, and families. There will be no incentives for attendance during the 2020-2021 school year. Parents are encouraged/expected to keep their child at home if he or she is ill.

Chatfield School has worked closely with our accounting firm and bookkeeper to guide the use of CARES Act funding. Additionally, the school has created a special account to track all Coronavirus related purchases/expenditures.

Chatfield School has inventoried substitute teachers and is actively recruiting substitute teachers.

Chatfield School is actively revising the student handbook and back to school communications to be disseminated in early August.

Chatfield School consults legal counsel as needed and a director will attend a legal update presentation with the Lapeer County Intermediate School District this August.

Chatfield School directors, accountant, and bookkeeper have met this summer to discuss budget processes. Directors and the School Board of Directors review and discuss budgetary constraints monthly at the school board meeting.

Chatfield directors, food service director, and food service provider are meeting in July and August to ensure any necessary food handling changes are implemented based on local public health guidance.

Chatfield directors, Return to School Committee, and staff are currently revising teaching schedules, arrival and dismissal schedules, lunch and bell schedules to accommodate for safety protocols. This information will be disseminated in early August.

Through the use of parent surveys, Chatfield School has determined that approximately 90% of families have access to adequate internet service to support remote digital





learning and all families have some access to internet service. Chatfield School has budgeted funds for the purpose of providing families in need with proper internet access should they request it or indicate need for it. All staff play a role in communicating closely with families and then communicating back who may not be able to successfully utilize the internet. This information will be part of the technology support plan for families that is currently being revised. For the 2020-2021 school year all students will be able to take a chromebook home for remote digital learning should school be closed or should a student need to participate in remote learning due to illness or quarantine.

Mr. Matthew Young is the designated single point of contact at Chatfield to plan and communicate with the technology team.

Mr. Brian Hartman is the device and general technology support lead for the school.

Mrs. Kristi Huestis is the technology specialist working with both staff and students to maximize learning potential of technology both for in-person and remote learning. All teachers also play a critical role in supporting families with technology issues and troubleshooting issues to Mrs. Huestis and Mr. Hartman as needed. Mrs. Huestis is responsible for compiling and centralizing online resources that were created , published , or disseminated by teachers and others during the closure period.

Technology support services are provided to parents and students. All support services contact information is provided on the school website and communicated through newsletters.

The Chatfield parent group, PIE, does have a private facebook group for each grade level where parents can share technology questions and seek help from each other should they have minor questions regarding technology.

Chatfield School has had procedures in place for several years to assign, hand-out, and return procedures of one to one technology. Return procedures include sanitizing devices immediately upon return, ordering accessories that may be needed, and conducting maintenance routines and repairs over the summer so that technology is ready to reassign in August.

The technology director utilizes an asset tracking tool. The technology director utilizes specific vendors and has procedures in place with vendors to assure efficient processing, returning and maintenance of devices as needed. The technology director continually monitors the Chatfield infrastructure. Wifi access points are evaluated regularly in respect to age, load handling. and efficiency. The technology director



reports to the technology team issue tracking and inventory results. Chatfield always has a very high rate of technology equipment returned in very good condition.

Chatfield School is in the process of revising a technology support plan for families and will disseminate the updated plan to parents and students in August.

Chatfield School does not own or utilize buses for day to transportation of students. However, transportation is a concern to Chatfield School as various forms of transportation are utilized for off-site learning experiences. Chatfield School is working closely with vendors that provide transportation for the school for such learning experiences. Chatfield School will only utilize transportation options that adhere to all public health protocols as outlined in the MI Return to Schools Road Map.