

The Leelanau School
COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 School Preparedness Plan)

Name of Non-Public School:	THE LEELANAU SCHOOL
Address of School:	1 OLD HOMESTEAD RD GLEN ARBOR, MI 49636
District Code Number:	NON-PUBLIC/INDEPENDENT
Web Address of the District:	https://leelanau.org/
Name of Intermediate School District:	TRAVERSE BAY AREA INTERMEDIATE
Name of Authorizing Body (if applicable):	THE LEELANAU SCHOOL BOARD OF TRUSTEES <i>(approved by Board action on August 7, 2020)</i>

Table of Contents:

Part 1: Background and Assurances (PAGE 2)

- I. Introduction
- II. Assurances
- III. Preparedness Plan Phase Definitions

Part 2: Plans for if Region is in Phase 1-3: (i.e. in-person instruction prohibited) (PAGE 4)

- I. Face Covering and Personal Protective Equipment
- II. Hygiene
- III. Spacing and Movement
- IV. Screening/Monitoring
- V. Response to Occurrence
- VI. Instruction
 - I. Food Service
 - II. Cleaning
 - III. Transportation
 - IV. Medically Vulnerable
 - V. Off-Campus Exposure
 - VI. Professional Learning

Part 3: The Leelanau School Re-Entry Process/Period (PAGE 6)

- I. Prior to reporting to campus testing
- II. Upon arrival to campus
- III. Required re-testing
- IV. Between arrival and receipt of re-testing results
- V. If retesting is all negative
- VI. If retesting returns a positive

Part 4: Plans for if Region in in Phase 4 (post Re-Entry process) (PAGE 7)

- I. Face Covering and Personal Protective Equipment
- II. Hygiene
- III. Spacing and Movement
- IV. Screening/Monitoring
- V. Response to Occurrence
- VI. Instruction
- VII. Food Service
- VIII. Cleaning
- IX. Transportation
- X. Medically Vulnerable
- XI. Off-Campus Exposure

Part 5: Plans for if Region is in Phase 5 (post Re-Entry process) (PAGE 11)

- I. Face Covering and Personal Protective Equipment
- II. Hygiene
- III. Spacing and Movement
- IV. Screening/Monitoring
- V. Response to Occurrence
- VI. Instruction
- VII. Food Service
- VIII. Cleaning
- IX. Transportation
- X. Medically Vulnerable
- XI. Off-Campus Exposure

Part 6: Plans for if Region is in Phase 6 (post Re-Entry process) (PAGE 15)

- I. Face Covering and Personal Protective Equipment
- II. Hygiene
- III. Spacing and Movement
- IV. Screening/Monitoring
- V. Response to Occurrence
- VI. Instruction
- VII. Food Service
- VIII. Cleaning
- IX. Transportation
- X. Medically Vulnerable
- XI. Off-Campus Exposure

Part I: Background and Assurances

I. Preparedness Plan Introduction

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

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

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

II. Preparedness Plan Assurances

The Leelanau School agrees to meet all of the following requirements of Executive Order 2020-142, *as they apply to non-public schools*:

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

III. Preparedness Plan and Definitions

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

Phase Definitions:

- *Phase 1: Uncontrolled growth:* Increasing number of new cases every day, likely to overwhelm the health system. Only critical infrastructure remains open.
- *Phase 2: Persistent spread:* Continue to see high case levels with concern about health system capacity. Only critical infrastructure remains open, with lower-risk recreational activities allowed.

- *Phase 3: Flattening:* Epidemic is no longer increasing and health system capacity is sufficient for current needs. Specified lower-risk businesses can reopen given adherence to strict safety measures.
- *Phase 4: Improving:* Epidemic clearly decreasing and health system capacity is strong with robust testing and contact tracing. Additional businesses can reopen given adherence to strict safety measures.
- *Phase 5: Containing:* Epidemic levels are extremely low and outbreaks can be quickly contained. Health system capacity is strong with robust testing and tracing. Most businesses can reopen given adherence to strict safety measures.
- *Phase 6: Post-pandemic:* Community spread is not expected to return (e.g., because of a vaccine) and the economy is fully reopened.

PART 2: Plans for if Region is in Phase 1-3:

In-person instruction prohibited. Campus closed

- I. Personal Protective Equipment:**
 - A. Students not on campus/not applicable.
 - B. Any essential/basic staff on campus will wear face coverings while indoor in shared spaces, and when not distanced outdoors.
 - C. Gloves worn by clearing staff, recommended for others depending on the task.

- II. Hygiene:**
 - A. Students not on campus/not applicable

- III. Spacing and Movement:**
 - A. Students not on campus/not applicable.
 - B. Any essential/basic staff on campus practice distancing and masking
 - C. Staff permitted on campus only for basic and essential operations.
 - D. Work from home will be encouraged and accommodated

- IV. Screening/Monitoring** (staff and students)
 - A. *Physical Health:*
 1. Students not on campus/not applicable.
 2. Residential staff who live on campus will be screened daily (self-reported/documented) for symptoms and prior exposure.
 3. Any reporting/commuting staff will be screened daily (self-reported/documented) for symptoms and prior exposure.
 4. Staff with symptoms or exposure will be isolated and referred to a personal physician for evaluation and direction.
 5. If any Residential staff or community staff report a positive COVID diagnosis, we will notify the Benzie-Leelanau District Health Department, and follow their direction on tracing and communication.
 - B. *Mental Health:*
 1. Maintain "student concerns" process in support of problems solving students academic, mental, and emotional health while engaged in distance programming.
 2. Maintain student access to the School Counseling Office.
 3. Maintain opportunities for students/families to socialize via distance technologies, beyond the academic day.

- V. Response to Occurrence:**
 - A. Students not on campus/not applicable
 - B. Any reported diagnosis of COVID-19 in our staff will be described to the Benzie-Leelanau District Health Department and we will cooperate in their direction on tracing and communication.

- VI. Instruction**
 - A. Leelanau students will maintain a consistent weekly schedule that replicates a normal day on campus.
 - B. Students will attend 8 classes (4/day), including all electives, arts, physical fitness, and learning skills courses.
 - C. Learning as a cooperative community will remain a priority.
 - D. Attendance will be taken, and participation assessed.
 - E. Classes will be real-time sessions, complete with discussions, small group breakouts, and independent activities.
 - F. All students will maintain a relationship with their learning coaches.
 - G. The end of each academic day will include open office hours for each teacher.
 - H. The expectations for engagement and quality effort will not be reduced.
 - I. Teachers will continue to introduce new content, and invent meaningful ways to engage deep thinking, develop new skills, and collaborate with peers.
 - J. We will continue with individualized assessment and grading, with students progressing to the next grade level and acquiring credits as they normally would.
 - K. The counseling and dean's offices will remain active, continuing to work with students, teachers, and parents collaboratively to bring support and intervention to those who are struggling academically, socially, or emotionally.
 - L. Our college and career advising program will also be maintained.
 - M. We will continue to offer our daily morning meeting and daily yoga and mindfulness activities.
 - N. We will have a schedule of all school assemblies, and events.

- O. A menu of recreational activities will be offered each evening, creating opportunities for students to socialize together through games, clubs, craft projects, and fitness activities.

VII. Food Service:

- A. Students not on campus/not applicable

VIII. Cleaning:

- A. Facilities will be sanitized after each scheduled use.
- B. Restrooms and facilities used by essential staff will be cleaning regularly.

IX. Transportation:

- A. Students not on campus/not applicable

X. Medically Vulnerable:

- A. Students not on campus/not applicable.
- B. All but campus-essential staff are encouraged to work from home.
- C. Essential will be spaced/masked/gloved as necessary.

XI. Off-campus exposure:

- A. All commuters and visitors will be approved for entry,
- B. All visitors will be screened for symptoms and behaviors prior to entry.
- C. All visitors will practice distancing and masking as suggested above.
- D. No campus rental or community use of facilities.

XII. Professional Learning:

- A. Faculty will maintain meeting schedules.
- B. Establish times for exchanging best practices.
- C. Be offered on-line learning modules for continuous development.

PART 3: The Leelanau School RE-ENTRY PROCESS/PERIOD (APPLIES TO ALL PHASES 4-6)

As a boarding school, The Leelanau School has great capacity to screen residents prior to entry, secure its campus, and control subsequent exposure risks during the term. With a small population, large space, private outdoor wooded campus, and limited external exposure, we can implement mitigation strategies similar to “stay at home” households.

Since we serve students arriving from all over the world, in any scenario where in-person instruction is allowed during the pandemic (phase 4-5-6), we will enact a **RE-ENTRY PERIOD** to fully assess the health and exposure risk in our population and inside our boundaries. Once the RE-ENTRY process is completed, on-going mitigation policies and practice will be in place, in compliance with the MI SAFE SCHOOL Roadmap and aligned to the phase status of our region.

I. Prior to Reporting to campus (regardless of “phase”)

- A. All students secure a negative COVID test result prior to arrival.
- B. Sampling should occur as close to the scheduled start date of school, but with enough time to secure the result and provide documentation in advance of arrival.
- C. The School will communicate time windows, make available listings of test sites, and broker test kits for those unable to secure in their local area.
- D. All students/staff self-isolate at home from the time of swabbing until arrival to campus.
- E. No student or staff will report to campus at opening without providing documentation of a recent negative test result.
- F. Nobody travels who has symptoms (fever, cough, shortness of breath, cough, diarrhea)

II. Upon arrival to campus:

- A. All people on campus will be required to mask and practice social distancing
- B. Campus registration and move-in processes will be developed to stagger arrivals, minimize congestion, and reduce the time parents are on campus.
- C. Students will not be allowed to leave campus once they report and until the re-entry period has been concluded.
- D. Parents/guests will not be allowed in the residential halls.
- E. All people arriving on campus will be screened for symptoms using the most current symptom screener provided by CDC or our local health department.

III. Required Retesting:

- A. 7 days after campus arrival, all staff and students will be re-sampled for COVID infection, and swabs sent for testing with our contracted laboratory partner. Nursing staff will collect the samples.

IV. Between arrival and receipt of re-testing results.

- A. Daily temperature taking and symptom screening for all students and staff.
- B. Masking in all public spaces, including classrooms, bathrooms, common spaces
- C. 6 feet distancing at all times
- D. Single occupancy dorm rooms (special rules for kindle bathrooms)
- E. “Boxed/plated” meals and distributed eating locations
- F. No all school meetings/gatherings.
- G. No indoor energize activities
- H. Daily showering
- I. No campus visitors
- J. No off campus student travel

V. If all testing negative:

- A. Enact Phase specific mitigation policies as outlined in the remainder of this plan (see below)

VI. If a positive test comes back:

- A. Continue with “Re-Entry” policies as described above.
- B. Immediately isolate positive persons, notify the health department and follow “Response to Occurrence” procedures described in this plan (see below).

PART 4: Plans for if Region in Phase 4 (post Re-Entry process)

Epidemic clearly decreasing and health system capacity is strong with robust testing and contact tracing. Additional businesses can reopen given adherence to strict safety measures.

I. Face Coverings/Personal Protective Equipment

- A. Facial coverings must be worn by all staff and students while in classroom, hallways, and common spaces (except when eating a meal - see food service below)
- B. Facial covering must be worn outside when less than 6 feet distancing
- C. Any mask exemption must be accompanied by a personal physician's written notice. Face shields required for those medically unable to wear a cloth covering.
- D. Cloth face covering will be replaced or washed daily
- E. Disposable face covering will be properly disposed of at the end of the day.
- F. Masks will be added to mandatory packing lists for residential students.
- G. Failure to comply will be addressed through the Student Concerns process and potential disciplinary action.

II. Hygiene

- A. School will provide in multiple locations hand sanitizers with at least 60% alcohol, paper towels, tissues, and hand washing signage.
- B. Personal sanitizers and will be added to packing lists for residential students.
- C. The School will provide direct instruction and signage on hand washing, sanitizer use, and expectations
- D. The School will provide direct instruction and signage on coughing, sneezing etiquette and tissue disposal practices
- E. Classrooms and dormitories will limit shared materials and personal items.
- F. Require hand washing before each meal, including morning and afternoon snack periods.
- G. Daily showers required in residence halls and for commuting students/staff.

III. Spacing and Movement

- A. Maximum capacity, applying current distancing guidelines will be posted on each classroom and common space.
- B. Arrange classroom and common spaces to maximize distancing.
- C. Keep class enrollment aligned to assigned classroom (i.e. assign largest classes to largest classrooms)
- D. Classroom/common space windows will be open as the weather allows.
- E. Limit/control guest access into school buildings (e.g check-in/screening/PPE/escort)
- F. Maximize use of outdoor spaces as weather permits. A list of appropriate outdoor spaces will be provided to faculty.
- G. Post signage and floor/wall markings will be used to establish spacing expectations, especially in gathering and high traffic areas.
- H. Establish "Enter only, Exit only" doorways in buildings.

IV. Screening/Monitoring (staff and students)

A. Physical Health:

1. Re-entry screening process as described above
2. Daily symptom screening for all staff and students continues after Re-entry period.
3. Daily temperature check for those staff arriving from off-campus.
4. In the event of a temperature above 100.4, the person will be immediately isolated, and rechecked one hour later. If temperature persists, refer to the "Response to Occurrence" section of this plan.

B. Mental Health;

1. Administer a mental health inventory at the beginning of the term to open up dialog and comfort with school counseling and supports.
2. Maintain "student concerns" and child study process to detect and problem solve emergent academic, emotional, social issues.
3. Implement ASSET Curriculum to develop skills in mindfulness and positive self-talk.

V. Response to Occurrence:

Definitions:

- Quarantine: The practice of keeping someone who might have been exposed to COVID-19 away from others
- Isolation: The practice of separating infected people from those not infected.
- Close contact: A person who was within 6 feet of an infected person for more than 15 minutes

- Contact Tracing: a strategy for slowing the spread of disease in which public health officials communicate with infected people to identify their close contacts during transmission windows, followed with guidance to those identified contacts.

Multiple quarantine spaces have been established to allow for agility in response based on any emergent situation. Discernment of actions steps will be made with consultation of our nursing staff, in cooperation with our local health department and partnering physicians.

- *Observational quarantine*
- *Potential Exposure quarantine*
- *Symptomatic/confirmed positive isolation*

A. Response to indicative/emergent symptoms:

1. If in the course of daily monitoring or reported/observed symptoms:
 - a) If a student or staff is a local, they will be sent home.
 - b) If in the course of daily monitoring or reported/observed symptoms, residential students will be referred to health service for *observational quarantine*, tracking symptoms and considering comorbidity and atypical nature of symptoms (for residential students).
 - c) Nursing staff will wear gowns, gloves, masks, shields during observational care.
 - d) **If** COVID related symptoms advance, students will be moved to *symptomatic isolation* space, and arrangements made for transport to a local physician for diagnosis.
 - e) School will cooperate with the treatment plan and parents to determine appropriate and necessary next steps. Depending on the diagnosis (COVID vs not COVID), and severity of the the risk, such steps may include:
 - (1) Hospitalization
 - (2) Sent home to parents
 - (3) Off-campus quarantine arranged by parents
 - (4) On-campus isolation pending test results
 - (5) Return to school if “no risk” is determined
 - (6) Notification to Benzie Leelanau District Health Department if positive COVID diagnosis is determined.
 - (7) Notify community if positive diagnosis (with respect to FERPA and HIPAA)
 - f) Targeted sanitation of symptomatic person personal campus space and materials after a 24 hour waiting period.

B. Response to possible exposure (through tracing)

1. If in the course of the term, a student or staff member is identified through a health department tracing investigation for having been at risk of close contact exposure to a positively diagnosed person:
 - a) Remove identified person(s) from school activities and the rest of the population
 - b) Ensure masking
 - c) Notify parents of identified student(s)
 - d) Notify community of status (staff, students, parents)
 - e) Administer swab testing, per the timing and guidance of the local health department.
 - f) Place student(s) in *potential exposure quarantine* based on degree of exposure and guidance of the health department.
 - (1) If high exposure risk, student will be placed in Ottawa House or Health Services
 - (2) If very low exposure risk, dorm quarantine may be appropriate
 - g) Monitor for symptoms and test results for the time period prescribed by the local health department. (If symptoms develop, refer to symptomatic procedures outlined above).
 - h) Routine supervision will be made through windows or electronic communication.
 - i) Any supervision or medical supporting entering the “exposure quarantine” facility will be gowned, masked, gloved and shielded.
 - j) Students will be supported academically through web-connection and virtual conferencing.
 - k) Meals will be delivered
 - l) Targeted sanitation of exposed persons personal campus space and materials.
2. Benzie-Leelanau District Health Department will make the determination regarding the conditions for release from quarantine.

C. Response to positive test result:

1. Remove identified person(s) from school activities and the rest of the population into secure *isolation* space.
2. Ensure masking
3. Notify parents
4. Notify community of positive diagnosis (with respect to FERPA and HIPAA)
5. Report positive test results to the Benzie Leelanau District Health Department to initiate tracing protocols. If additional close contacts are identified, refer to the “response to possible exposure” procedure described above.
6. Refer student to physician for determination of treatment and isolation protocol.
7. School, parents and physician will cooperate on best ways to implement the treatment plan based on the severity of the risk, and condition of the student and family. Such steps may include:
 - a) Hospitalization
 - b) Sent home to parents
 - c) Off campus quarantine arranged by parents
 - d) On-campus isolation pending test results
 - e) Notify community if positive diagnosis (with respect to HIPAA)
8. Benzie-Leelanau District Health Department will make the determination regarding the conditions for release from isolation.

VI. Instruction

- A. We will maintain small classes, utilizing the largest available spaces.
- B. No full community instructional gatherings in a single indoor location (suspend full group quiet time, council, morning meetings, assemblies, etc)

VII. Food Service (Post re-entry period):

1. Mandatory hand washing before entry into the dining/serving area.
2. No community source utensil, plates, etc.
3. Barriers between consumers and food supply.
4. Staggered seating.
5. Only served plates/beverages (i.e. no exposed buffets)
6. Eating in small distanced groups (by family advisory unit)
7. Masking of food service personnel during food preparation/and plating
8. No access to the kitchen by non-food service personnel.

VIII. Athletics

- A. We will comply with all guidance published by MHSAA, governing participation in MHSAA events.
- B. Handwashing will be enforced before and after any practices.
- C. Health conditions will be affirmed before any competition.
- D. Any used equipment will be disinfected before and after use.
- E. Masking, ventilation, and sanitation during transportation to events will follow the transportation guidelines outlined in the school transportation protocols.
- F. While The Leelanau School competes only in outdoor individualize, low spectator events (tennis, cross-country, golf), athletes will maintain distancing from spectators, teammates, and competitors as can reasonably be implemented based on the event.
- G. Each athlete will maintain their own water bottle and personal equipment.
- H. The Leelanau School will not host, nor will we attend, any large scale indoor spectator event. Any outdoor event will never exceed 100 spectators, and 6 ft distancing will be enforced.
- I. The weight room will not be accessible if in phase 4.

IX. Cleaning

- A. Touched surface sanitation every four hours (door handles, light switches).
- B. Classroom surfaces will be sanitized between class periods with w/diluted bleach solution, or other approved sanitizer. The classroom teacher will be responsible for in-day sanitizing.
- C. House Parents will be responsible for periodic sanitation of common surfaces in residential halls.
- D. Kitchen staff will be responsible for routine sanitizing of dining hall surfaces.
- E. Student involvement in all routine sanitizing is encouraged.
- F. Shared restrooms will be cleaned 2x/day.
- G. Gloves/masks worn during routine cleaning.
- H. Cleaning materials will be held in safe and well label locations in classrooms and residential halls.
- I. Waste materials from cleaning will be disposed of appropriately.

J. No access to the weight room during phase 4.

X. Transportation

- A. Only approved off-campus transportation (see “off-campus exposure” section)
- B. Limited occupancy in vehicles.
- C. Hand sanitizer prior to entry to the vehicle
- D. Masking while in vehicle
- E. Windows open as weather allows
- F. Disinfect vehicle before and after use (Wipe steering wheel, door handles, hard seats, arm rests, seat buckles, gear handles, etc)
- G. Travelers will remove all personal items and trash upon completion of any trip.

XI. Medically Vulnerable

- A. Confidentially identify and consult with students and staff with higher risks to ensure full understanding and compliance with practices.
- B. Train entire population on protocols and respect for at-risk people (while honoring confidentiality)

XII. Off-campus exposure

- A. Revise academic calendar to reduce en-mass travel events.
- B. Eliminate fall break and Thanksgiving break.
- C. Cancel on-campus parents weekend and festivals.
- D. No community partner use of campus
- E. No off campus trips without approval:
 - 1. No non-essential or indoor entertainment during phase 4.
 - 2. Outdoor exploration encouraged
 - 3. Transportation requirements apply (see above)
- F. Commuting staff, students, and visitors screened daily (temperature, symptoms, and exposure)
 - 1. All staff expected to wear masks and keep social distancing while conducting personal business off campus.
 - 2. Travel outside of the region should be reported to administration to determine re-entry concerns and measures.
 - 3. Off campus households should be aware of exposure from household members, and report any exposure concerns to determine re-entry requirements.
- G. All visitors will be screened prior to entry and escorted while on campus.
- H. Border signage and check-in signage will be posted.
- I. Regular vendors will receive training on appropriate campus access and expectations.
- J. Parent visitation will be limited to emergency situations. Parents will be considered “visitors” in terms of check-in, screening, masking, escorting, etc.(including local parents)

PART 5: Plans for if Region in in Phase 5 (post Re-Entry process)

Epidemic levels are extremely low and outbreaks can be quickly contained. Health system capacity is strong with robust testing and tracing. Most businesses can reopen given adherence to strict safety measures.

I. Facemasks/Personal Protective Equipment

- A. Facial coverings must be worn by all commuting staff and commuting students (non-residential) while in classroom, hallways, and common spaces (except when eating a meal - see food service below)
- B. Facial covering must be worn outside by all commuting staff and students (non-residential) when less than 6 feet distancing.
- C. Any mask exemption must be accompanied by a personal physician's written notice.
- D. Face shields required for those medically unable to wear a cloth covering.
- E. Cloth face covering will be replaced or washed daily
- F. Disposable face covering will be properly disposed of at the end of the day.
- G. Cloth face covering will be replaced or washed daily
- H. Disposable face covering will be properly disposed of at the end of the day.
- I. Masks will be added to mandatory packing lists for residential students.
- J. Failure to comply will be addressed through the Student Concerns process and potential disciplinary action.

II. Hygiene

- A. School will provide in multiple locations hand sanitizers with at least 60% alcohol, paper towels, tissues, and hand washing signage.
- B. Personal sanitizers and will be added to packing lists for residential students.
- C. The School will provide direct instruction and signage on hand washing, sanitizer use, and expectations
- D. The School will provide direct instruction and signage on coughing, sneezing etiquette and tissue disposal practices
- E. Classrooms and dormitories will limit shared materials and personal items.
- F. Require hand washing before each meal, including morning and afternoon snack periods.

III. Spacing and Movement

- A. Maximum capacity, applying current distancing guidelines will be posted on each classroom and common space.
- B. Arrange classroom and common spaces to maximize distancing.
- C. Keep class enrollment aligned to assigned classroom (i.e. assign largest classes to largest classrooms)
- D. Classroom/common space windows will be open as the weather allows.
- E. Limit/control guest access into school buildings (e.g check-in/screening/PPE/escort)
- F. Maximize use of outdoor spaces as weather permits. A list of appropriate outdoor spaces will be provided to faculty.
- G. Post signage and floor/wall markings will be used to establish spacing expectations, especially in gathering and high traffic areas.

IV. Screening/Monitoring (staff and students)

A. Physical Health:

1. Re-entry screening process as described above
2. Daily symptom screening for all non-residential staff and students continues after Re-entry period.
3. Daily temperature check for those staff arriving from off-campus.
4. In the event of a temperature above 100.4, the person will be immediately sent home or isolated, and rechecked one hour later. If temperature persists, refer to the "Response to Occurrence" section of this plan.

B. Mental Health;

1. Administer a mental health inventory at the beginning of the term to open up dialog and comfort with school counseling and supports.
2. Maintain "student concerns" and child study process to detect and problem solve emergent academic, emotional, social issues.
3. Implement ASSET Curriculum to develop skills in mindfulness and positive self-talk.
4. Maintain Council agenda
5. Re-start Daily whole group mindfulness practice

V. Response to Occurrence

Definitions:

- Quarantine: The practice of keeping someone who might have been exposed to COVID-19 away from others
- Isolation: The practice of separating infected people from those not infected.
- Close contact: A person who was within 6 feet of an infected person for more than 15 minutes
- Contact Tracing: a strategy for slowing the spread of disease in which public health officials communicate with infected people to identify their close contacts during transmission windows, followed with guidance to those identified contacts.

Multiple quarantine spaces have been established to allow for agility in response based on any emergent situation. Discernment of actions steps will be made with consultation of our nursing staff, in cooperation with our local health department and partnering physicians.

- *Observational quarantine*
- *Potential Exposure quarantine*
- *Symptomatic/confirmed positive isolation*

A. Response to indicative/emergent symptoms:

1. If in the course of daily monitoring or reported/observed symptoms:
 - a) If a student or staff is a local, they will be sent home.
 - b) If in the course of daily monitoring or reported/observed symptoms, residential students will be referred to health service for *observational quarantine*, tracking symptoms and considering comorbidity and atypical nature of symptoms (for residential students).
 - c) Nursing staff will wear gowns, gloves, masks, shields during observational care.
 - d) **If** COVID related symptoms advance, students will be moved to *symptomatic isolation* space, and arrangements made for transport to a local physician for diagnosis.
 - e) School will cooperate with the treatment plan and parents to determine appropriate and necessary next steps. Depending on the diagnosis (COVID vs not COVID), and severity of the the risk, such steps may include:
 - (1) Hospitalization
 - (2) Sent home to parents
 - (3) Off-campus quarantine arranged by parents
 - (4) On-campus isolation pending test results
 - (5) Return to school if “no risk” is determined
 - (6) Notification to Benzie Leelanau District Health Department if positive COVID diagnosis is determined.
 - (7) Notify community if positive diagnosis (with respect to FERPA and HIPAA)
 - f) Targeted sanitation of symptomatic person persal campus space and materials after a 24 hour waiting period.

B. Response to possible exposure (through tracing)

1. If in the course of the term, a student or staff member is identified through a health department tracing investigation for having been at risk of close contact exposure to a positively diagnosed person:
 - a) Remove identified person(s) from school activities and the rest of the population
 - b) Ensure masking
 - c) Notify parents of identified student(s)
 - d) Notify community of status (staff, students, parents)
 - e) Administer swab testing, per the timing and guidance of the local health department.
 - f) Place student(s) in *potential exposure quarantine* based on degree of exposure and guidance of the health department.
 - (1) If high exposure risk, student will be placed in Ottawa House or Health Services
 - (2) If very low exposure risk, dorm quarantine may be appropriate
 - g) Monitor for symptoms and test results for the time period prescribed by the local health department. (If symptoms develop, refer to symptomatic procedures outlined above).
 - h) Routine supervision will be made through windows or electronic communication.
 - i) Any supervision or medical supporting entering the “exposure quarantine” facility will be gowned, masked, gloved and shielded.

- j) Students will be supported academically through web-connection and virtual conferencing.
 - k) Meals will be delivered
 - l) Targeted sanitation of exposed persons personal campus space and materials.
2. Benzie-Leelanau District Health Department will make the determination regarding the conditions for release from quarantine.

C. Response to positive test result:

1. Remove identified person(s) from school activities and the rest of the population into secure *isolation* space.
2. Ensure masking
3. Notify parents
4. Notify community of positive diagnosis (with respect to FERPA and HIPAA)
5. Report positive test results to the Benzie Leelanau District Health Department to initiate tracing protocols. If additional close contacts are identified, refer to the “response to possible exposure” procedure described above.
6. Refer student to physician for determination of treatment and isolation protocols.
7. School, parents and physician will cooperate on best ways to implement the treatment plan based on the severity of the risk, and condition of the student and family. Such steps may include:
 - a) Hospitalization
 - b) Sent home to parents
 - c) Off campus quarantine arranged by parents
 - d) On-campus isolation pending test results
 - e) Notify community if positive diagnosis (with respect to HIPAA)
8. Benzie-Leelanau District Health Department will make the determination regarding the conditions for release from isolation.

VI. Instruction

- A. Small classes, utilizing largest spaces. Keeping close to [capacity](#) suggestions
- B. Multi-class gathering will be allowed using the largest available spaces (council, assemblies, daily quiet time)

VII. Food Service (Post re-entry period):

- A. Mandatory hand washing before entry into the dining/serving area.
- B. No community source utensil, plates, etc.
- C. Barriers between consumers and food supply.
- D. Staggered seating.
- E. Only served plates (i.e. no exposed buffets)
- F. Eating in small distanced groups (by family advisory unit)
- G. Masking of food service personnel during food preparation/and plating
- H. No access to the kitchen by non-food service personnel.

VIII. Cleaning

- A. Touched surface sanitation every four hours (door handles, light switches).
- B. Classroom surfaces will be sanitized between class periods with w/diluted bleach solution, or other approved sanitizer. The classroom teacher will be responsible for in-day sanitizing.
- C. House Parents will be responsible for periodic sanitation of common surfaces in residential halls.
- D. Kitchen staff will be responsible for routine sanitizing of dining hall surfaces.
- E. Student involvement in all routine sanitizing is encouraged.
- F. Shared restrooms will be cleaned 2x/day.
- G. Cleaning materials will be held in safe and well label locations in classrooms and residential halls.
- H. Waste materials from cleaning will be disposed of appropriately.
- I. Weight room use at limited capacity and wipe-downs after use

IX. Transportation

- A. Only approved off-campus transportation (see off campus exposure)
- B. Limited occupancy
- C. Hand sanitizer prior to entry to the vehicle
- D. Masking while in vehicle
- E. Windows open as weather allows

- F. Disinfect vehicle before and after use (Wipe steering wheel, door handles, hard seats, arm rests, seat buckles, gear handles, etc).
- G. Travelers will remove all personal items and trash upon completion of any trip.

X. Medically Vulnerable

- A. Confidentially identify and consult with students and staff with higher risks to ensure full understanding and compliance with practices (aka one-on-one training).
- B. Train entire population on protocols and respect for at-risk people (while honor confidentiality)

XI. Off-campus exposure

- A. Revise academic calendar to reduce en-mass travel events.
- B. Eliminate fall break and Thanksgiving break.
- C. Cancel on-campus parents weekend and festivals.
- D. No community partner use of campus
- E. No off campus trips without approval:
 - 1. Outdoor exploration encouraged
 - 2. Transportation requirements apply (see above)
- F. Commuting staff, students, and visitors screened daily (temperature, symptoms, and exposure)
 - 1. All staff expected to wear masks and keep social distancing while conducting personal business off campus.
 - 2. Travel outside of the region should be reported to administration to determine re-entry concerns and measures.
 - 3. Off campus households should be aware of exposure from household members, and report any exposure concerns to determine re-entry requirements.
- G. All visitors will be screened prior to entry and escorted while on campus.
- H. Border signage and check-in signage will be posted.
- I. Regular vendors will receive training on appropriate campus access and expectations.
- J. Parent visitation will be limited to emergency situations. Parents will be considered "visitors" in terms of check-in, screening, masking, escorting, etc.(including local parents)

PART 6: Plans for if Region in in Phase 6 (post Re-Entry process)

Post-pandemic: Community spread is not expected to return (e.g., because of a vaccine) and the economy is fully reopened.

I. Personal Protective Equipment

- A. Face coverings worn for any person exhibiting cold-like (non-covid) symptoms
- B. Face coverings worn by commuting staff if ANY perceive risk of exposure.

II. Hygiene

- A. Provide in multiple locations hand sanitizers with at least 60% alcohol, paper towels, tissues, and hand washing signage.
- B. Teach hand washing and sanitizer use and expectations
- C. Teach coughing, sneezing etiquette and tissue disposal practices
- D. Limit shared materials and personal items.

III. Spacing and Movement

- A. Sick students/staff keep distance for others per advisement by health service staff

IV. Screening/Monitoring (staff and students)

A. Physical Health:

1. No specific screening beyond routine health service protocols.

B. Mental Health;

1. Administering a mental health inventory at the beginning of the term to open up dialog and comfort with school counseling and supports.
2. Maintain student concerns process
3. Implement ASSET Curriculum
4. Maintain Council agenda
5. Daily whole group mindfulness practice

V. Response to Occurrence

Definitions:

- Quarantine: The practice of keeping someone who might have been exposed to COVID-19 away from others
- Isolation: The practice of separating infected people from those not infected.
- Close contact: A person who was within 6 feet of an infected person for more than 15 minutes
- Contact Tracing: a strategy for slowing the spread of disease in which public health officials communicate with infected people to identify their close contacts during transmission windows, followed with guidance to those identified contacts.

Multiple quarantine spaces have been established to allow for agility in response based on any emergent situation. Discernment of actions steps will be made with consultation of our nursing staff, in cooperation with our local health department and partnering physicians.

- *Observational quarantine*
- *Potential Exposure quarantine*
- *Symptomatic/confirmed positive isolation*

A. Response to indicative/emergent symptoms:

1. If in the course of daily monitoring or reported/observed symptoms:
 - a) If a student or staff is a local, they will be sent home.
 - b) If in the course of daily monitoring or reported/observed symptoms, residential students will be referred to health service for *observational quarantine*, tracking symptoms and considering comorbidity and atypical nature of symptoms (for residential students).
 - c) Nursing staff will wear gowns, gloves, masks, shields during observational care.
 - d) **If** COVID related symptoms advance, students will be moved to *symptomatic isolation* space, and arrangements made for transport to a local physician for diagnosis.
 - e) School will cooperate with the treatment plan and parents to determine appropriate and necessary next steps. Depending on the diagnosis (COVID vs not COVID), and severity of the the risk, such steps may include:
 - (1) Hospitalization
 - (2) Sent home to parents
 - (3) Off-campus quarantine arranged by parents

- (4) On-campus isolation pending test results
- (5) Return to school if “no risk” is determined
- (6) Notification to Benzie Leelanau District Health Department if positive COVID diagnosis is determined.
- (7) Notify community if positive diagnosis (with respect to FERPA and HIPAA)
- f) Targeted sanitation of symptomatic person personal campus space and materials after a 24 hour waiting period.

B. Response to possible exposure (through tracing)

1. If in the course of the term, a student or staff member is identified through a health department tracing investigation for having been at risk of close contact exposure to a positively diagnosed person:
 - a) Remove identified person(s) from school activities and the rest of the population
 - b) Ensure masking
 - c) Notify parents of identified student(s)
 - d) Notify community of status (staff, students, parents)
 - e) Administer swab testing, per the timing and guidance of the local health department.
 - f) Place student(s) in *potential exposure quarantine* based on degree of exposure and guidance of the health department.
 - (1) If high exposure risk, student(s) will be placed in Ottawa House or Health Services.
 - (2) If very low exposure risk, dorm quarantine may be appropriate
 - g) Monitor for symptoms and test results for the time period prescribed by the local health department. (If symptoms develop, refer to symptomatic procedures outlined above).
 - h) Routine supervision will be made through windows or electronic communication.
 - i) Any supervision or medical supporting entering the “exposure quarantine” facility will be gowned, masked, gloved and shielded.
 - j) Students will be supported academically through web-connection and virtual conferencing.
 - k) Meals will be delivered
 - l) Targeted sanitation of exposed persons personal campus space and materials.

C. Response to positive test result:

1. Remove identified person(s) from school activities and the rest of the population into secure *isolation* space.
2. Ensure masking
3. Notify parents
4. Notify community of positive diagnosis (with respect to FERPA and HIPAA)
5. Report positive test results to the Benzie Leelanau District Health Department to initiate tracing protocols. If additional close contacts are identified, refer to the “response to possible exposure” procedure described above.
6. Refer student to physician for determination of treatment, isolation and re-testing plan.
7. School, parents and physician will cooperate on best ways to implement the treatment plan based on the severity of the risk, and condition of the student and family. Such steps may include:
 - a) Hospitalization
 - b) Sent home to parents
 - c) Off campus quarantine arranged by parents
 - d) On-campus isolation pending test results
 - e) Notify community if positive diagnosis (with respect to HIPAA)
8. BLDHD will determine the conditions and protocol for re-entry

VI. Instruction

- A. No specific restrictions. Continue small classes.

VII. Food Service

- A. Mandatory hand washing
- B. Post meal sanitation

VIII. Cleaning

- A. Daily cleaning of bathrooms and surfaces.

IX. Transportation

- A. Periodic sanitation of vehicles

X. Medically Vulnerable

- A. Confidentially identify and consult with students and staff with higher risks to ensure full understanding and compliance with practices (aka one-on-one training).
- B. Train entire population on protocols and respect for at-risk people (while honoring confidentiality)

XI. Off-campus exposure

- A. Revise academic calendar to reduce en-mass travel events.
- B. All staff expected to comply with public health mandates concerning exposure.
- C. Off campus households should be aware of exposure from household members, and report any exposure concerns to determine re-entry requirements.
- D. All out of region visitors will be screened prior to entry and escorted while on campus.
- E. Border signage and check in signage will be posted
- F. Regular vendors will receive training on appropriate campus access and expectations.
- G. Parent visitation will be limited. Parents will be considered "visitors" in terms of check-in, screening, masking, escorting, etc.