



OLD MISSION PENINSULA SCHOOL

Old Mission Peninsula School - COVID-19 Preparedness and Response Plan

Address of School District: 2699 Island View Road, Traverse City, MI 49686

District Code Number: 28900

Building Code Number(s): 03331

District Contact Person: Danielle Clayton

District Contact Person Email Address: d.clayton@ompschool.org

Local Public Health Department: Grand Traverse County Health Department, Andrew Waite

Local Public Health Department Contact Person Email Address: schoolscovid19@gtchd.org

Name of Intermediate School District: TBAISD

Name of Authorizing Body: Grand Valley State University


Date of Adoption by Board of Directors: August 7, 2020



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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.


President of the Board of Directors

August 7, 2020

Date



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Introduction and Overview

Old Mission Peninsula School is three years old with approximately 160 students in grades K-6 and 18 staff members. In September, the OMPS is adding a preschool component. OMPS has an engaged Board, a committed Foundation, a dedicated Staff, and strong Community support. The development of this Preparedness and Response Plan is in direct correlation with the mission of Old Mission Peninsula School: Provide an active, meaningful, and challenging educational community where learning is collaborative and accessible to all students and is focused on continuous academic improvement and social and character growth. Collaborative and accessible learning for all students, as well as a strong academic program which instills confidence and character development, is at the heart of all decision making. This was demonstrated during the spring building closure when the staff moved into a remote learning status and worked collaboratively to provide a robust learning experience for all students. They used continuous, anecdotal feedback; student assessment; and parent surveys to support decision making during that time. The OMPS Administration and Staff will continue with this model if moved into a remote learning experience in Phase 1, 2, or 3 of the 2020-21 school year.

When the school was closed on March 13, 2020, Old Mission Peninsula School Administration and Staff immediately moved into a continuity of services plan. At the early elementary level, educators prepared and distributed packets to students. At the upper elementary level, educators used SeeSaw and Google Classroom to continue their instruction. At all levels, educators continued their contact with students and family through weekly Zoom and Google meetings. These experiences provided anecdotal data and were followed up with parent surveys which provided input for continuous improvement in academic delivery.

In preparation for the 2020-21 school year, the Old Mission Peninsula Board and Administration continued to fulfill the orders for materials made possible through the FY2018 Expanding Opportunity Through Quality Charter Schools Program (CSP) grant. The awarding of this grant enabled OMPS to enhance their technology enabling them to provide 1:1 computer access for students. Securing these tools strengthens OMPS's opportunity to further develop offerings for an online program for families who prefer such an option in Phases 4 and 5. Additionally, in July, parents were surveyed to enhance administration's understanding of parental interest in educational options; and, the building administration worked with other seasoned administrators as well as the National Charter Schools Institute in developing a preparedness plan that will maximize the potential of the OMPS Charter.

It is the intention of the Old Mission Peninsula School Board, Administration, and Staff to implement all of the strongly recommended protocols in the MI Safe Start Roadmap while



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continuing to use the best information and guidance from the State of Michigan Health Department, Department of Education, and the CDC.



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

Phase 1, 2, or 3 Safety Protocols

Spacing and Movement

During Phases 1, 2, or 3, Old Mission Peninsula School will remain closed. However, the Administration and the Office Manager will be available in the building to assist staff with access to materials, facilitate cleaning protocols, and provide parents with the most current information relative to academic programming. Teachers will be able to access their own space for the purpose of developing their online content.

In the event Old Mission Peninsula School in-person instruction is halted, the preschool will remain open. Lack of online learning opportunities for this age group is prohibitive of quality instruction. Additionally, with all other grade levels out of the building, there will be more space to social distance and keep students safe while giving them the human interaction they need at that age. The preschool staff will wear masks at all times, students will be taught proper handwashing techniques, and supplies to support healthy hygiene will be available. The OMPS Preschool Program is licensed under LARA Child Care Licensing. The current license with LARA for the before and after care program includes the preschool component. LARA provides a COVID guidance document which enables child care operators to remain open even if schools go to remote instruction. Therefore, if OMPS is shut down because of a Phase 1, 2, or 3 designation; under OMPS licensing, the academy will continue to provide child care.

Hygiene

During Phase 1, 2, and 3, the preschool program will follow all of the safety protocols spelled out in the Phase 4 section of this document. The preschool staff will be required to wear masks at all times. The preschool students will wear masks into and out of the building. All will be required to observe social distancing guidelines. Hand washing will be taught and modeled throughout the school day.



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Screening Students

Again, preschool students and staff will follow all of the safety protocols spelled out in Phase 4 of this document. Old Mission Peninsula School will cooperate with the local public health department regarding implementing protocols for screening students and faculty and staff. Families will be asked to check their child's temperature at home every morning using oral, tympanic, or temporal scanners. Students with a temperature should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Families are also encouraged to monitor their children for symptoms of COVID-19. The presence of any COVID-19 symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

The school will designate a room as the quarantine area for any student or faculty and staff member who become ill at school. Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a facial covering until they can be picked up. A school faculty/staff member caring for these individuals should wear a facial covering. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC Guidelines.

Faculty/staff must conduct daily self-examinations, including a temperature check, prior to coming to work. If a staff member exhibits any respiratory or gastrointestinal symptoms, or have a temperature, he/she should stay home. Faculty/staff must communicate with administration regarding any absence from school.

Responding to Positive Tests Among Staff and Students

The leadership team will notify local health officials, staff and students immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. OMPS understands that student communicable disease related information is protected health information. An employee with a confirmed case of COVID-19 should only return to the workplace after he/she is no longer



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infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Food Service, Gathering and Extracurricular Activities

The Old Mission Peninsula School Food Services team will use the facility to prepare and to distribute food to eligible families. Information regarding the offerings, time schedules, and protocols for distribution will be disseminated through the Main Office.

All inter-school activities will be discontinued and all after-school activities are suspended. There will be no gatherings at the school.

Athletics

There will be no athletic programs.

Cleaning

The custodial staff will participate in the Smart Schools training modules entitled Coronavirus Awareness and Coronavirus: Cleaning and Disinfecting Your Workplace.

The building will be maintained in functional order. However, areas used on a daily basis by the preschool staff and students will be cleaned at least three times a day. Soap, hand sanitizer, paper towels, and tissues will be replenished throughout the day and restrooms will be stocked and cleaned. All other building maintenance will continue as designated by the Old Mission Peninsula School annual maintenance plan.

Busing and Student Transportation

There will be no bussing available during a Phase 1, 2, or 3 shut down.

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

The goal for the Old Mission Peninsula School Staff is to have contact with students preferably on a daily basis, but no less than 2 times a week. The purpose of such contact is to assess the



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academic needs of the students as well as the social-emotional mental health. If a staff member becomes concerned about a student and/or family, the staff member is directed to share his/her concern with a designated, trained OMPS Staff member. If the concern needs to be taken to another level, the OMPS Staff member will contact the Administration and/or their ISD colleague.

Additionally, the Old Mission Peninsula School will post on its Web site contact information for their trained staff member, the Administration, and a hotline number through which a family can request support.

Capturing Kids' Hearts is a training that will focus on tending to the social-emotional needs of students and educators. Educators will participate in a one day virtual training session prior to the first day of school.

The Administration will keep parents updated as information from the State of Michigan and the Michigan Health Department becomes available regarding Michigan's standing within the MI Safe Start phases. These communications will be via email and Web site postings.

Phase 1, 2, or 3 Instruction

Governance

The Old Mission Peninsula School Administration is responsible for the development, assessment, and revision of remote learning plans. The Administration is also responsible for communicating the plan to parents and other involved stakeholders. Administrators will follow the Continuity of Learning Plan submitted in April.

Remote Instruction

During Phase 1, 2, or 3, Old Mission Peninsula Faculty will be addressing the State of Michigan Curriculum and Content Standards through Seesaw as the delivery platform. Seesaw is a digital portfolio/platform for student engagement and sharing information. Teachers can empower students to create, reflect, share and collaborate through photos, videos, drawings, text and links



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to resources using Seesaw. There are synchronous and asynchronous options that will be utilized by teachers to deliver instruction. Teachers can incorporate video lessons with live streaming to enhance their delivery. Seesaw has a library of activities that both teachers and/or families can access for academic support.

Through the purchase of new Chromebook computers, OMPS is prepared to offer 1:1 computer access. The protocols for distribution of the Chromebooks will be disseminated to parents via email, Facebook, and phone contact. If additional materials are needed, individual faculty members will have access to the building to provide such materials if/when necessary.

Fortunately, individuals without access to broadband are very limited within the OMPS family. That being said, those who do not have access will be assisted on an individual basis and arrangements will be made to support the needs of those students. We are investigating the purchase of hot spots for students that do not have access to internet service.

When dealing with remote learning in the spring, faculty members were in constant communication with parents and students. Through this communication, the faculty learned that multiple platforms for delivery of the curriculum were difficult for families to manage. Therefore, the faculty is concentrating on Seesaw as the only platform and utilizing supplemental programs within that platform instead of introducing additional platforms to families. Also, faculty found it difficult to engage lower elementary students in remote learning. Faculty research found Seesaw to have the most robust offerings of supplemental programs to support early elementary learning. Finally, faculty provided contact with students one to two days a week. As faculty worked through the spring session, the request was for the number of contacts to be increased. Planning for future closures now includes recommendations for increased student contact throughout a school week.

If there is a need for additional supplemental materials, daily/weekly communications with students and parents will provide the faculty member with an understanding of needs which will be addressed on an individual basis. Students who need additional support due to their individualized education plan will have the support of their special education teacher as well as their classroom teacher. Additional support materials will be supplied through the main office upon the recommendations of faculty members involved.

Communication & Family Supports



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Fortunately, English is the primary language for all Old Mission Peninsula families. The Administration is responsible for continuous updates regarding school closing, reopening, and the phases identified by the State for our zone. The Web site, and Facebook, will be used to communicate this information. Seesaw, the designated online platform, includes grade-specific activities and strategies that parents can use to support their child. A Seesaw “how to” video for parents will be posted on the Old Mission Peninsula’s website.

Professional Learning

Old Mission Peninsula School has developed a professional development plan. Within this plan is considerable focus on Seesaw (the online platform) training. Part of this training time involves sharing knowledge and exchanging ideas around remote learning. Since many of the staff experienced teaching remotely using Seesaw, they are prepared to share their successes and failures with the others. Data will be collected and shared regarding assessment results and student progress in attaining curriculum benchmarks.

Monitoring

Teachers are responsible for tracking student attendance. When students do not participate, teachers will reach out to families to verify that connectivity is present, and identify if any physical, social or emotional needs might be inhibiting student participation. Teachers will monitor student work through informal and formal assessments and continuous feedback.

Phase 1, 2, or 3 Operations

Facilities

In Phases 1, 2, or 3, the Administration and Office Manager will remain on site to ensure that the building remains in good working order. Staff will be allowed to access their personal space and cleaning and disinfection will be scheduled accordingly. Food distribution will be handled through the building kitchen and will be distributed outside of the building. Pre-K facilities within the building will be cleaned according to recommended protocols and custodial staff will be provided with recommended protective gear. The building will be closed down to all other activity.



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Technology

Because of the spring closure, Old Mission Peninsula School has been able to assess student access to remote learning. Additionally, a large portion of the FY2018 Expanding Opportunities Through Quality Charter Schools Program (CSP) grant was designated toward technology. The hardware purchased through the grant has been catalogued and is ready for distribution which will provide 1:1 access for students. OMPS has contracted with the local ISD for technology support. Plans are in place for hardware distribution and collection, technical support for student equipment, and individualized support for families when needed. Communications with parents led to the decision to move to one platform (SeeSaw) instead of two platforms to support delivery of instruction. Finally, a policy review has been scheduled for mid-August with the National Charter Schools Institute to ensure that all technology policies are in place.

Old Mission Peninsula School is under contract with Traverse Bay Area ISD for technology services. We will have access to all the infrastructure, technology support, and monitoring systems they have available to us.

Budget, Food Service, Enrollment, and Staffing

During Phase 1, 2, or 3, there will be some redeployment of staff. Those currently serving as instructional aides will support the food service program. Art, Music, and Physical Education staff will focus on developing outdoor options for students upon return to Phases 4 and 5. The Administration is monitoring enrollment and staffing. They have continuous conversations with the Board President and the Board Treasurer regarding staffing needs due to COVID-19 protocols and due to student enrollment. The Administration is also working with Axios, the Educational Service Provider, to ensure that support staff job descriptions are flexible and support any realistic redeployment of personnel.

The food service program is designed to be flexible as well. The staff is prepared to offer lunches to families during phases 1-3 as well as lunches in classrooms during phases 4-5.

Old Mission Peninsula School is also fortunate to have a strong and active Foundation. The Foundation is prepared to give attention to needs identified that may not be able to be met through the general fund budgeting process.



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

Phase 4 Safety (Required and Strongly Recommended)

Old Mission Peninsula School will abide by the Required and Strongly Recommended protocols as outlined in the Roadmap when possible. However, our current enrollment does not allow for all classrooms to have desks 6 feet apart. Because of this, face masks are required at ALL times for grades K-6. Our families contract with public transportation. We strongly recommend that face masks be worn on busses, but we have no authority to enforce this.

Personal Protective Equipment

Old Mission Peninsula School will meet the Personal Protective Equipment requirements as all K-6 students and staff will wear face masks within the school building at all times except while eating. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Families are responsible for the daily washing of any homemade facial covering. Disposable facial coverings must be disposed of at the end of each day. Pre-k students will wear face masks in the hallways, but will not be required to wear them within their classroom. Pre-k staff will wear face masks at all times.

OMPS students have the option of riding public transportation. Those who opt to take advantage of this service will be instructed to wear face masks; however, enforcement is beyond the control of OMPS Staff.

Hygiene

Healthy hygiene behaviors will be taught and modeled throughout the day. Each classroom will be stocked with supplies including hand sanitizer with at least 60% alcohol on a regular basis. Proper signage reinforcing proper hygiene tips will be posted at each handwashing station. Students will also be taught how to cough and sneeze into their elbows, use of tissues, and proper clean up after a cough or a sneeze. Each student will have his/her personal storage for their supplies. Staff and students will incorporate cleaning breaks into their daily routines. During these breaks, common surfaces will be disinfected and staff and students will clean personal items and wash their hands.



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Hand sanitizing stations will be available in each classroom and at each entrance to the building. The Custodial Staff has developed their process for frequently checking and refilling soap and hand sanitizers multiple times a day. This is also true of all restrooms within the building. Proper hygiene and social distancing signage will be posted in each restroom.

Spacing, Movement and Access

When feasible, desks will be spaced six feet apart. Since this is not feasible in all classrooms, it was decided that face masks would be worn in all classrooms at all times. Students will keep personal items in separate and in individually labeled lockers/cubbies. Students should also keep a personal bag/box for school supplies such as pens, pencils and other necessary items. There will be limited use of common classroom materials to small groups with items being disinfected between use.

Where possible, classroom desks will be facing the front of the classroom either in rows or in a U shape. Large tables will not be used in individual classrooms during phase 4. Each teacher will use placement markers as a social distancing reminder within the classroom. Weather permitting, art, music, and physical education will be held outside. When weather is prohibitive, art, music, and physical education teachers will move into the classroom. Students will eat lunch in their classroom to eliminate gathering with larger groups of students. If weather permits and staff are available for supervision, students may eat lunch outside, but only with those in their class. Old Mission Peninsula School is looking into the option of purchasing yoga mats to leave outside the classroom for outdoor use.

Recess will be held outside whenever possible and since Old Mission Peninsula School has vast outdoor spaces, multiple classrooms using outdoor space will be appropriately distanced.

Multiple entrances will be used for entering and exiting the building to alleviate congestion in highly trafficked areas, and social distancing reminders will be taped on the floors throughout the building. Main doors will be used for entering, and side/wing doors will be used for exiting the building. Other signage and other markers will be used to provide for proper social distancing in common areas as well as help to manage the flow of people through the building. The traffic patterns being established within the drop off areas and within the building are designed to accommodate traffic flow in one direction at all times.



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Classrooms with windows that can open, should be open as much as possible. Exterior doors should still be kept closed for safety reasons. When possible, classes will take place outside of the school building while still practicing social distancing of at least six feet.

Because we intend to utilize our vast outdoor space, and because many of our classrooms can accommodate spacing desks six feet apart, we do not see the need to implement a staggered school schedule at this time.

Screening Students and Staff

Family members, volunteers, or other guests are not allowed in the school building except under extenuating circumstances as determined by the leadership team. Any individual coming into the school must wear a facial covering, fill out a screening questionnaire, and wash/sanitize their hands prior to entering. The Office Manager will keep a record of the date and time of any non-school employee entering the building. The log will also include the name of the individual with whom the visitor meets.

The intercom by the main entrance will promote social distancing and the safety for our faculty and staff. If a student needs to be picked-up from school early, the parent/guardian should ring the doorbell to communicate with our front desk staff. Once confirmed, the student will be dismissed. Since entry is restricted, please send an email to the classroom teacher or office manager stating the name of the student, when the student will be picked-up, and who will be picking them up from school. This will replace the need for a family member or designee to enter the building. Please make sure you send the email to the appropriate staff prior to arriving at the school. Texts and phone calls will not be accepted as forms of permission for early student pick-up.

Old Mission Peninsula School will cooperate with the local public health department regarding implementing protocols for screening students and faculty and staff. Families will be asked to check their child's temperature at home every morning using oral, tympanic, or temporal scanners. Students with a temperature should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Families are also encouraged to monitor their children for symptoms of COVID-19. The presence of any COVID-19 symptoms, including cough or



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shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

The school will designate a room as the quarantine area for any student or faculty and staff member who become ill at school. Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a facial covering until they can be picked up. A school faculty/staff member caring for these individuals should wear a facial covering. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC Guidelines.

Faculty/staff must conduct daily self-examinations, including a temperature check, prior to coming to work. If a staff member exhibits any respiratory or gastrointestinal symptoms, or have a temperature, he/she should stay home. Faculty/staff must communicate with administration regarding any absence from school.

Testing Protocols for Students and Staff and Responding to Positive Cases

Old Mission Peninsula School will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. The leadership team will notify local health officials, staff and students immediately of any possible cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. OMPS understands that student communicable disease related information is protected health information. An employee with a confirmed case of COVID-19 should only return to the workplace after he/she is no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.



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Food Service, Gathering, and Extracurricular Activities

All assemblies, field trips, and extra-curricular activities will be suspended during Phase 4. There will be no large group gatherings; instead, any need for group meetings with the extended OMPS families (Board meetings, Curriculum night, Parent-Teacher Conferences) will be done via Zoom or as an individual conference not to exceed four participants.

The food service department will deliver boxed lunches to the classrooms and will utilize disposable utensils when necessary.

Athletics

OMPS does not have an athletic program.

Cleaning

The custodial staff will participate in the Smart Schools training modules entitled Coronavirus Awareness and Coronavirus: Cleaning and Disinfecting Your Workplace. Frequently touched surfaces will be cleaned at a minimum of twice daily with an EPA-approved disinfectant. Once school is dismissed, surfaces will be cleaned in preparation for the next school day.

Faculty members will be able to check out the science lab for the day. No more than one class will be in the room per day so that the room can be completely cleaned before another group uses the facility.

Student desks and classroom materials will be wiped down a minimum of two times a day with an EPA-approved disinfectant. Once school is dismissed, surfaces will be cleaned in preparation for the next school day.

Playground structures and outdoor learning centers will undergo normal routine cleaning .

All cleaning materials will be stored in the designated maintenance area which has proper ventilation. These materials will be kept out of the reach of children. However, children will have access to disinfectant wipes to use within the classroom. If a parent has an objection to



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his/her child using the wipes in the classroom, they will need to put their concern in writing to be filed with the classroom teacher.

Bussing and Student Transportation

Families of Old Mission Peninsula School have the ability to enter into a contract with public transportation. OMPS strongly recommends that masks be worn on public transportation; however, OMPS has no jurisdiction over the transportation system.

Medically Vulnerable Students and Staff

The Administration is prepared to work with medically vulnerable students to ensure they have a remote learning plan. As with all plans and protocols established as a part of our MI Safe Start, continuous feedback from all stakeholders will be considered. The Administration will also work with Axios to ensure that the needs of staff who are high-risk are met by limiting exposure to risk, an effective social distancing plan, or modification of job responsibilities.

An Old Mission Peninsula School Staff person has been identified as a contact person for medically vulnerable students. This contact person will review and update all individualized plans for students with special educational, emotional, and healthcare needs. Also, contact information for the staff member as well as a hotline number will be posted on the OMPS Web site and in the parent/student handbook. The Educational Service Provider is the contact for medically vulnerable staff.

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

Old Mission Peninsula School will abide by the Strongly Recommended protocols as outlined in the Roadmap when possible. OMPS contracts with the Traverse Bay Area ISD for school Social Worker and school Psychologist support. Ideally, we would like to have mental health screening for all students, but realistically, staff will be stretched thin. Therefore, we will be more dependent upon building-level support teams to identify students who may be exhibiting additional needs.

Old Mission Peninsula School administration has identified a school-based point person to



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address mental health concerns and/or referrals. The school-based point person will determine if cases need to be referred to the administration and/or the contracted services through the ISD. Collectively, the school-based point person, the administration, and the assigned ISD staff member will determine and disseminate timely information and resources to staff and parents as it becomes available.

Old Mission Peninsula School has a Crisis Management Plan available to administration and staff. This plan provides a comprehensive listing of community resources available to support the OMPS families if a crisis situation arises. Additionally, OMPS is able to draw upon the resources of the Traverse Bay Area ISD through the services of our Social Worker and Psychologist.

Old Mission Peninsula School has a well defined Emergency Operations Plan that clearly spells out the systems for communication during a crisis situation. The Office Manager has an updated file of community resources which can provide grief support to staff, students, and families in a time of need. Axios, the Educational Service Provider, will provide information regarding Employee Assistance Programs available to staff.

During the professional development week before school starts, teachers will take part in various training to include Capturing Kids Hearts (social/emotional health as described in phase 1-3). If necessary, Old Mission Peninsula School will coordinate with the Traverse Bay ISD for any necessary professional services.

The Administration will work in conjunction with the ISD in making wellness materials and resources available to staff and families. A school -based point person has been established to work with the ISD to ensure a list of community resources is available and strategies which promote health and wellness are made available to faculty and families. Contact information for the OMPS school-based point person as well as a hotline number will be posted on the OMPS Website and in the parent/student handbook.

Phase 4 Instruction

Governance

The Old Mission Peninsula School administration is responsible for the development,



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assessment, and revision of both in-person and remote learning plans. The State of Michigan content standards and benchmarks will be addressed through in person instruction or an asynchronous remote learning experience. The choice to participate in virtual learning will be a one year commitment. The virtual learning will be an asynchronous learning experience. After much research as to the best fit for OMPS families, it was decided that K-12 would be the platform offered for our virtual option.

Instruction

During Phase 4, students may return to in-person instruction pre-k through 6.

This will include all of the health and safety requirements and recommendations as outlined in the Safe Schools Roadmap. The only other option will be an asynchronous virtual learning experience for grades K-6. While the grade level content standards will be the same for both programs, attendance requirements and assessments will be determined by K-12. K-12 will also be responsible for the differentiated and social-emotional support of the OMPS students who enroll.

OMPS will administer the NWEA MAP to provide a benchmark assessment at the beginning of the year. This assessment will be offered to those who choose a total virtual experience as well. Both experiences will address the same grade level proficiencies, differentiated support, social-emotional support and assessments. Students IEPs, IFSPs, and 504 plans will be addressed within each method of instruction. The OMPS Special Education Staff will be included in developing a continuation of services and learning plan for each qualified student.

Families will only have these two options. There will be no hybrid learning programs offered.

Communications and Family Supports

Communication with families will be integral to the decision making regarding instruction during Phase 4. Parent surveys have been distributed and are being analyzed to ensure that all concerns are being addressed and all questions are being answered. Both programs will be thoroughly explained and detailed plans will be sent to parents. Additionally, details and answers to frequently asked questions will be posted on the OMPS Web site.

Professional Learning

Prior to the start of the school year, faculty will have the opportunity to review strengths and



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weaknesses of spring delivery systems, and plan for the most effective use of digital tools in support of remote learning as well as enhancing in person instruction. A focus of Old Mission Peninsula School's professional development plan is to develop grade level pacing guides. The use of these guides will ensure instruction and assessment addresses grade level content standards and their developmental process will support the building of an aligned remote learning experience.

Additionally, Old Mission Peninsula Staff will participate in professional development around the online platform, Seesaw. This platform will be used if school is abruptly closed and learning continues remotely. Seesaw can also be incorporated into daily lessons for in-person learning.

Old Mission Peninsula Staff will strengthen their awareness and ability to address social-emotional needs of the students by engaging in Capturing Kids Hearts professional development.

Phase 4 Operations

Facilities

Audits have been completed for cleaning supplies and disinfectants. Staff members will participate in the Smart Schools training module Coronavirus: Cleaning and Disinfecting your Workplace. Staff are also establishing protocols to use within their own classroom with their students to clean frequently used surfaces throughout the day and in addition to the cleaning done by the custodial staff.

The Administration will continually update faculty and custodial staff on developing OSHA and/or CDC guidelines to ensure that safety protocols are being met. The staff will be given options for students who may be sensitive or allergic to certain cleaning compounds.

The school building has been audited for the best placement of groups of students based on enrollment. Criteria has been established for use of larger spaces so that cleaning protocols can be met appropriately. For example, the science lab can only be used by one classroom of students per day so that it can be completely disinfected prior to the use of another group of students. The same is true for the cafeteria. Use of outdoor spaces will require a sign up so that social distancing criteria will be maintained. The building ventilation system has been checked and air filters have been changed.



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Handwashing stations, signage and all necessary materials have been secured. Each classroom has ample wastebaskets, soap, sanitizers, wipes and paper towels as do the building entryways. A pre-opening custodial walk through has been scheduled to ensure that the entire school area is ready for students.

Extra masks are available for students and custodial staff. Custodial staff will wear masks and will have access to N-95 masks when necessary.

Budget, Food Service, Enrollment, and Staffing

The administration had developed an arrival and departure plan for parents and students. Students will enter without parents through the main doors and will exit through side doors. There has been ongoing communication between the Administration and parents regarding plans for returning to school in the fall and staff have committed to all positions. The administration has identified the need for additional support staff positions mainly to help with supervision during outdoor learning activities and recesses, Administration has been working with the Board to secure the funding for such positions. There are ongoing checks and balances between student enrollment numbers and expenses incurred. Additionally, the Administration is in the process of building their list of available substitute teachers.

A policy review and student handbook review has been scheduled for August 3, and a review of all building protocols with regard to movement, safety, and academic options has been scheduled for August 4. Once those are completed, the handbooks can be amended, finalized, and printed.

The last open teaching position at this time has been filled and schedules are being built. The food service staff is preparing to provide lunches in the classroom and they are ready to provide “to-go” meals if the need arises.

Technology

Old Mission Peninsula School Administration has surveyed families to determine learning preferences and technology needs. A single point of contact has been identified to work with the technology service provider at the Traverse Bay Area ISD. Additionally, the new Chromebooks, purchased through the FY2018 Expanding Opportunity Through Quality Charter Schools



OLD MISSION PENINSULA SCHOOL

Program (CSP) grant, being tagged and logged. Procedures have been identified for bagging equipment, sanitizing devices, and maintenance of the equipment. Details regarding vendor assistance were identified and resolved as a part of the grant purchase, and details about normal maintenance were addressed in the newly adopted technology contract through the Traverse Bay Area ISD. Professional development to support remote learning has been identified and scheduled.

Transportation

Individual families can secure transportation through Traverse City Public Transportation. Old Mission Peninsula School is not involved with transportation services.



OLD MISSION PENINSULA SCHOOL

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

Phase 5 Safety Protocols

Personal Protective Equipment

Staff and students will continue to wear face masks at all times except for eating lunch. Old Mission Peninsula School will follow the same PPE protocols as Phase 4. This may be amended if additional information supports that these protocols can be relaxed.

Hygiene

All of the Phase 4 hygiene protocols will be followed. Students will continue handwashing and proper coughing and sneezing techniques will be modeled. Students will also maintain their individual containers for classroom supplies and frequently used spaces will be cleaned multiple times a day.

Spacing, Movement and Access

Old Mission Peninsula School will maintain the Phase 4 protocols for spacing, movement, and access. Signage and distance markings will remain, classroom configurations will attempt to maintain the 6 foot distancing, and windows will remain open as much as possible. All arrival and dismissal procedures will remain in place and outside learning centers will be used weather permitting.

Screening Students, Staff, and Guests

The Phase 4 protocols for screening students, staff and guests will remain in effect. The quarantine area will remain in place and students who are symptomatic will be sent home from school. We will follow the Health Department and CDC guidelines for return. Records will be maintained in the main office of those entering and exiting the building. Staff will be responsible for self examinations, anyone entering the building will wash or sanitize their hands, and parents will be encouraged to check their student before sending him/her off to school. All traffic throughout the building will remain one way.



OLD MISSION PENINSULA SCHOOL

Testing Protocols for Students and Staff and Responding to Positive Cases

Old Mission Peninsula School will maintain the protocols established for Phase 4. Masks will be worn at all times. Those who exhibit symptoms will be directed to leave the building. Parents and guardians will be notified of any diagnosed cases in the classrooms and/or on the campus. Health Department and CDC guidelines will be followed when dealing with return to work or school.

Axios, the Educational Service Provider, will respond to any positive tests among staff. OMPS will follow the Health Department and CDC guidelines when dealing with students.

Food Service, Gathering, and Extracurricular Activities

The protocols for Phase 4 will continue to be followed in Phase 5. Food service will continue to wear protective gear and will continue to deliver food into the classrooms. There will be no large gatherings and no extracurricular activities.

Athletics

OMPS does not have an athletic program.

Cleaning

All cleaning protocols will be followed as if OMPS was in Phase 4. Frequently used areas will be cleaned multiple times a day, the lab will be cleaned after each classroom use, and playground structures will continue to be cleaned on a routine basis. All cleaning materials will be stored properly.

Bussing

Old Mission Peninsula School is not responsible for student transportation.



OLD MISSION PENINSULA SCHOOL

Medically Vulnerable Students

A systematic review of all plans for individualized instruction will take place just as in Phase 4. Processes are in place for staff and families to request alternative learning arrangements. If necessary, staff will have N95 masks available to them and work reassignments will be determined through discussions with Axios and Administration.

Phase 5 Mental & Social-Emotional Health

It is the intention of Old Mission Peninsula School to continue the Phase 4 mental and social-emotional health protocols throughout Phase 5. OMPS staff will continue to work in the best interest of its students, and will continue to work with the ISD to provide the best support services possible. Wellness materials will continue to be collected and distributed to staff and families just as in Phase 4.

Phase 5 Instruction

Governance

The Old Mission Peninsula School Administration will maintain governance responsibility for Phase 5 just as in Phase 4. They will work with all stakeholders to gather feedback, assess the learning programs offered, and implement improvements where necessary.

Instruction

Just as in Phase 4, students will participate in one of two options: virtual learning or in-person learning. Students in both programs will experience the same standards and benchmarks and will participate in ongoing assessments and demonstrations of skill acquisition. Students' individual learning plans will continue to evolve as students move along in their learning continuum. The OMPS Continuity of Learning Plan will be followed.



OLD MISSION PENINSULA SCHOOL

Communications and Family Supports

Old Mission Peninsula School will follow the same protocols as in Phase 4. Communications and Family Support will be ongoing.

Professional Learning

The professional learning plan that was developed over the summer of 2020 will continue through the year. This will not change due to movement among the Phases.

Instruction

Old Mission Peninsula School Staff and Administration will continue to assess the best tools for delivery of instruction to support differentiation, intervention and remote learning. The staff will continually assess student learning according to the standards and benchmarks and will follow up with an end of the year NWEA MAP to measure student growth.

Phase 5 Operations

Facilities

Since Old Mission Peninsula School has determined that all of Phase 4 protocols will be followed during Phase 5, there are no changes to the Facilities protocols.

Budget, Food Service, Enrollment, and Staffing

Again, Phase 4 protocols will be implemented during Phase 5. Continuous focus will be placed on student enrollment and staffing to ensure all safety protocols and social-emotional mental health protocols can be met. Staff will be redeployed when and where necessary and the Administration will be aware of any changes to Health Department and/or CDC guidelines. Food Service will continue to be flexible; they will be prepared to provide lunches in the classroom and/or move back to Phase 1-3 protocols if necessary.



OLD MISSION PENINSULA SCHOOL

Technology

The Old Mission Peninsula Staff and the ISD service provider will continue to address the needs of the students as they did in Phase 4. As emerging technologies become available, staff will review and assess them for their ability to enhance instruction and/or better meet the needs of the OMPS students. If/when this is the case, our plan will be amended.

Transportation

Old Mission Peninsula School is not responsible for transportation.

] COVID-19 Preparedness and Response Plan

In accordance with Executive Order 2020-97, Old Mission Peninsula School (“Academy”) institutes this COVID-19 Preparedness and Response Plan (“Plan”).

The Academy aims to protect its workforce by enacting all appropriate prevention efforts. The Academy is continually monitoring guidance from local, state, and federal health officials and implementing workplace and Plan modifications where appropriate. The Academy will provide any communication and training materials on COVID-19 to its employee population

Employees with questions are encouraged to contact the School Leaders via phone at (231) 252 0225 and/or email at d.clayton@ompschool.org or r.kolle@ompschool.org.

The Academy designates the following worksite supervisors/employees to implement, monitor, and report on this Plan: Danielle Clayton or Renee Kolle. The Academy will designate additional individuals as needed.

This Plan is maintained and posted in the Main Office.

1. Prevention Efforts and Workplace Controls

a. Cleanliness and Social Distancing

Employees who are able to perform their essential duties remotely may be permitted to work from home in accordance with approved telework arrangements. The number of staff members present on the premises will be limited to only those who are absolutely necessary.

Only staff performing necessary government activities, or workers permitted by Executive Order to resume duties, are directed to report on-site. For such staff, the Academy abides by the recommended social distancing and other safety measures and establishes the following:

- Gatherings where social distancing cannot be maintained are prohibited;
- Staff meetings are postponed, cancelled or held remotely;
- Staff members are encouraged to maintain physical distance even when on break, as well as before and after working hours;
- Staff members are required to maintain physical distance when reporting to work, clocking in, leaving work, and clocking out;
- The Academy utilizes ground markings, signs, and physical barriers, as appropriate, to further facilitate social distancing;
- Staff members’ work stations are no fewer than six feet apart;
- Whenever possible, the Academy utilizes flexible and/or rotational scheduling, to limit the number of employees simultaneously working in outdoor spaces on Academy grounds;
- The Academy assigns employees to dedicated entry points to reduce congestion at the main entrance;
- The Academy provides visual indicators of appropriate spacing for employees throughout the premises and outside of the dedicated entry points in case of congestion;

- The Academy restricts usage of non-essential common space;
- The Academy posts signage to emphasize the importance of personal hygiene;
- Employees' interactions with the general public and delivery personnel are modified to allow for social distancing and additional physical space between parties; and
- Non-essential travel and in-person visits are postponed or cancelled.

The Academy provides employees with, at a minimum, non-medical grade face coverings.

In addition, the Academy is instituting the following cleanliness measures:

- Where possible, increasing ventilation rates and circulation throughout worksites;
- Performing routine environmental cleaning and disinfection with an EPA-approved disinfectant, especially of common areas and frequently touched surfaces;
 - Identifying what needs to be cleaned with soap and water, including visibly dirty surfaces;
 - Identifying what needs to be disinfected with an EPA-approved disinfectant or EPA-approved alternative,
- Where available, providing hand-washing and/or hand-sanitizing stations in high-traffic areas to enable easy access by employees.

Employees are expected to minimize COVID-19 exposure by:

- Cleaning work stations at the beginning and end of each day;
- Avoiding, when possible, the use of other employees' phones, desks, offices, or other work tools and equipment;
- Complying with the safety protocols as established
- Frequently washing hands with soap and water for at least 20 seconds;
- Discontinuing the use of hand dryers;
- Utilizing hand sanitizer containing at least 60% alcohol when soap and water are unavailable;
- Avoiding touching their faces with unwashed hands;
- Avoiding handshakes or other physical contact;
- Avoiding close contact with sick people;
- Practicing respiratory etiquette, including covering coughs and sneezes;
- Immediately reporting unsafe or unsanitary conditions on Academy premises to designated Plan supervisors and/or Human Resources;
- Complying with the Academy's daily screening processes;
- Seeking medical attention and/or following medical advice if experiencing COVID-19 symptoms;
- Complying with self-isolation or quarantine orders; and
- Utilizing personal protective equipment and hand sanitizer on public transportation.

Staff are trained on the information contained within this Plan, as well as recommendations from the CDC, the Health Department, and requirements as a result of an executive order.

b. Supplemental Measures Upon Notification of Employee's COVID-19 Diagnosis and/or Symptoms

A staff member with a COVID-19 diagnosis or who displays symptoms consistent with COVID-19 must be immediately removed from the worksite. Staff members with symptoms must be tested within 24 hours and the results must be sent to the Educational Service Provider.

In response to a confirmed diagnosis or display of COVID-19 symptoms, the Academy:

- Informs all employees, owners, contractors, or suppliers who may have come into contact with the diagnosed/symptomatic individual in the 48 hours preceding the onset of symptoms of a potential exposure;
- Keeps confidential the identity of the diagnosed/symptomatic individual, unless permission is granted by the individual;
- Implements its response plan; and
- Completes cleaning and disinfecting protocols, including shutting down appropriate areas of the premises, increasing ventilation, and conducting a deep cleaning of both the diagnosed/symptomatic individual's workstation and those common areas potentially infected by the individual.

All staff who worked in sustained, close proximity to the diagnosed/symptomatic individual (i.e., those employees who worked within six feet of the diagnosed/symptomatic individual for at least ten minutes) in the 48-hour timeframe are also removed from the worksite for at least 14 days; however, should these exposed employees later develop COVID-19 symptoms and/or receive a confirmed diagnosis, they may not report on-site until all return-to-work requirements are met, defined below.

A central log of diagnosed/symptomatic employees will be confidentially be maintained. Within 24 hours of a confirmed COVID-19 diagnosis, the Academy will notify the local public health department. At that time, all Health department protocols will be followed and recorded.

The Academy's Human Resources maintains documentation related to exposure notifications.

The Academy notifies their Human Resources team with regard to completion of an OSHA Form 300, as well as a Form 301, "if it is more likely than not that a factor or exposure in the workplace caused or contributed to the illness." If a staff member infects a coworker, the coworker has suffered a work-related illness if one of the recording criteria (e.g., medical treatment or days away from work) is met.

c. Worker Exposure Classification

Staff "worker exposure" is classified as medium risk by the Occupational Safety and Health Administration's guidance because they frequently and/or closely interact with the general public.

Given this classification, the Academy provides the following controls in addition to the above-summarized prevention efforts: installing physical barriers where feasible, limiting exposure to the general public, and minimizing face-to-face contact.

d. Identification and Isolation of Sick and/or Exposed Employees

Risk and exposure determinations are made without regard to staff members' protected characteristics, as defined by local, state, and federal law.

Any health-related information and documentation gathered from employees is maintained confidentially and in compliance with state and federal law. Specifically, medical documentation is stored separate from employees' personnel documentation.

a. Staff Members' Self-Monitoring

Staff members should **not** report to work in our building and, should notify either School Leader, if they can answer yes to any of the questions below:

- Are you currently and atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;
- Have you, in the last 14 days, have had close contact with and/or live with any person having a confirmed COVID-19 diagnosis; and
- Have you, in the last 14 days, have had close contact with and/or live with any person who is atypically suffering from symptoms of COVID-19, such as fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting, whether or not accompanied by a formal COVID-19 diagnosis;

Such staff members may only resume in-person work upon meeting all return-to-work requirements, defined below.

b. Daily Screenings

To prevent the spread of COVID-19 and reduce the potential risk of exposure, the Academy screens visitors on a daily basis at dedicated entry points; the Academy ensures that employees and visitors utilize these entry points by barring entry via other egresses.

Employees are asked the following questions before entering the worksite:

1. Are you currently and atypically suffering from any of the following symptoms – fever of 100.4 degrees or greater, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, new loss of smell or taste, congestion or runny nose, and/or gastrointestinal problems, including nausea, diarrhea, and vomiting?
 - a. Once a touchless thermometer is available, temperature checks are performed.
 - b. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until employee is permitted to return to work as defined below.

2. Have you lived with, or had close contact with, someone in the last 14 days diagnosed with or displaying the symptoms of COVID-19?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the close contact.
3. Have you travelled internationally in the last 14 days?
 - a. If yes, access is denied, and employee is advised to self-isolate/self-quarantine at home, until at least 14 days after the return from travel.

Visitors who reply “Yes” to any of the above questions are not permitted entrance.

Staff members who develop symptoms during their shift must immediately report to the School Leader.

c. Return-to-Work Requirements

Staff members who were themselves diagnosed with COVID-19, or experienced symptoms thereof, as defined by the Daily Screening process, may only return to work upon confirmation of the cessation of symptoms and contagiousness, proof of which may be acquired via the test-based strategy or the symptom-based strategy.

The test-based strategy is preferred but relies upon the availability of testing supplies and laboratory capacity. Under this strategy, staff members may discontinue isolation and return to work upon achieving the following conditions:

- Resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- Two consecutive negative results from COVID-19 tests conducted at least 24 hours apart and in accordance with the current FDA/CDC-recommended procedure.

Under the symptom-based strategy, employees may discontinue isolation and return to work upon achieving the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications;
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**
- At least 10 days have passed since symptoms first appeared.

Staff members who came into close contact with, or live with, an individual with a confirmed diagnosis or symptoms may return to work after either 14 days have passed since the last close contact with the diagnosed/symptomatic individual, or the diagnosed/symptomatic individual receives a negative COVID-19 test.

Staff members are typically required to submit a release to return to work from a healthcare provider; given the current stressors on the healthcare system, the Academy may accept written statements from employees confirming all the factors supporting their release.

e. Workplace Flexibilities and Potential Benefits for Employees Affected by COVID-19

Staff members may be permitted to work from home in accordance with approved telework arrangements.

In addition, employees may be eligible for paid and unpaid leaves of absence.

a. FFCRA

Employees may qualify for two different types of paid leave under the Families First Coronavirus Response Act (“FFCRA”).

Under the Emergency Paid Sick Leave Act (“EPSLA”), employees may seek up to two weeks (i.e., 10 business days) of paid leave for the following reasons:

1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. Advised to self-quarantine due to concerns related to COVID-19;
3. Experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Caring for an individual subject to a quarantine or isolation order or advised to self-quarantine due to concerns related to COVID-19;
5. Caring for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions; and
6. Experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor. (Please note, the Secretary of Health and Human Services has not defined conditions which trigger this subpart under the EPSLA.)

For full-time employees, two weeks of leave equates to 80 hours; for part-time employees, two weeks of leave equates to a number of hours equivalent to the number of hours usually worked in a two-week period.

Paid leave for reasons 1, 2, and 3, above, is paid at the employee’s regular rate of pay, capped at \$511/day. Paid leave for reasons 4, 5, and 6, above, is paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

Under the Emergency Family and Medical Leave Expansion Act, employees may seek up to twelve weeks of leave to care for a son or daughter whose school or childcare provider is closed or unavailable due to COVID-19 precautions. The first two weeks of leave, which run concurrently with the EPSLA leave, may be unpaid; the remaining ten weeks of leave are paid at a rate equivalent to two-thirds of an employee’s regular rate of pay or minimum wage, whichever is greater, capped at \$200/day.

b. Executive Order 2020-36

Employees who require leave beyond the EPSLA because of their own COVID-19 diagnosis/symptoms, or because they have had close contact or live with an individual with a COVID-19 diagnosis/symptoms, may be eligible for unpaid leave under Executive Order 2020-36 until permitted thereunder to return to work.

c. Unemployment Compensation Benefits

Under Executive Order 2020-76, and the federal CARES Act, unemployment compensation benefits are expanded in terms of eligibility, amount, and duration.

Employees who are unable to report to work for reasons related to COVID-19 are referred to Human Resources for information on unemployment compensation benefits. Such reasons include the following:

1. Being under self-isolation or self-quarantine in response to elevated risk from COVID-19 due to being immunocompromised;
2. Displaying at least one of the principal symptoms of COVID-19 (i.e., fever, atypical cough, atypical shortness of breath);
3. Having close contact in the last 14 days with a confirmed COVID-19 diagnosis;
4. Needing to care for someone with a confirmed COVID-19 diagnosis; and
5. Fulfilling a family care responsibility as a result of a government directive (e.g., caring for a child whose school or childcare provider is closed or otherwise unavailable due to COVID-19).

d. FMLA and ADA

Staff members may be entitled to unpaid leave under the Family and Medical Leave Act (“FMLA”) if their absence is related to their own serious health condition or that of a family member. COVID-19 may constitute a serious health condition where “complications arise.”

The Academy is also mindful of its obligations under the Americans with Disabilities Act (“ADA”). Specifically, if an employee requests an accommodation because of a condition that may be complicated by COVID-19 (e.g., cystic fibrosis, emphysema, COPD), then Company engages in the interactive process to provide a reasonable accommodation. This may mean allowing the employee to work remotely (if reasonable) or work an alternative schedule.

4. Plan Updates and Expiration

This Plan responds to the COVID-19 outbreak. As this pandemic progresses, The Academy will update this Plan and its corresponding processes.

This Plan will expire upon conclusion of its need, as determined by the Academy and in accordance with guidance from local, state, and federal health officials.

ACKNOWLEDGMENT

By signing below, Employee acknowledges receipt of and training on the following:

- Company’s COVID-19 Preparedness and Response Plan;
- CDC’s “How to Protect Yourself and Others” poster; and
- CDC’s “How to Safely Wear and Take Off a Cloth Face Covering” poster.

Employee understands it is his/her responsibility to review and understand the above. Employee acknowledges and agrees that he/she will comply with all safety and COVID-19 procedures implemented by Company.

Employee

Date