



“Raising the Standards of Education”
Nate Seiferlein, Principal
Tracy Cohrs, Assistant Principal
Rob Girvin, Dean of Students/Athletic Director



Merritt Academy COVID-19 Preparedness and Response Plan

Address of School District: 59900 Havenridge New Haven, MI 48048

District Code Number: 50906

Building Code Number(s): 09077

District Contact Person: Tracy Cohrs

District Contact Person Email Address: tcohrs@merritt-academy.org

Local Public Health Department: Macomb County Health Department

Local Public Health Department Contact Person Email Address: Bill Ridella
bill.ridella@macombgov.org

Name of Intermediate School District: Macomb Intermediate School District

Name of Authorizing Body: Saginaw Valley State University

Date of Adoption by Board of Directors: August 6, 2020

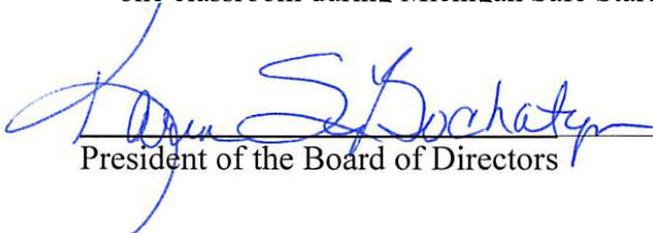


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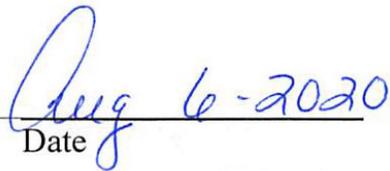


Assurances

- 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



Date



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Introduction and Overview

Merritt Academy is a small school located in rural Macomb County. Our student body is diverse in economic status with 50% of students receiving free or reduced lunch. We have students that come from areas as far as Port Huron to Eastpointe. We have 11% of our students that have IEP’s and 66% that are considered at-risk.

The vision of Merritt Academy is that students leave school with:

- A set of moral values – honesty, integrity, good judgment, and respect for others.
- A comprehensive set of skills and a desire for knowledge in reading, writing, mathematics, science, arts, technology and health including developing a strong self-esteem and high personal expectations

The mission statement is Merritt Academy will instill academic excellence, character development, a love for life-long learning, and service to others.

Merritt Academy has a family environment. This has been very beneficial while dealing with COVID. Our parents have provided important feedback about the remote learning last year so that we can work on improving the experience for our students. Some of the guiding principles in developing our plan are first and foremost making sure our staff and students will be safe if returning to school. We want staff, parents, and students to feel safe when they enter the building. If they feel safe then learning will be able to take place. With all the safety precautions in place it is important to make sure the family atmosphere is maintained.

We have had weekly meetings with our return to school team to discuss all of the various components in terms of safety, academics, and student and staff socio-emotional well-being. A variety of parent surveys have been conducted and the feedback has been used to help make many critical decisions. As the start of school is growing closer we are going to start having virtual town hall meetings with parents to answer questions and concerns.

We acknowledge we have families that are dealing with higher risk situations or just uncomfortable with returning to school right now. We know it is crucial to offer them a quality education remotely. It is just as important to make sure to monitor their socio-emotional needs as well. These are challenges we are working on and will need to adjust as the year progresses.



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Both our mission and vision statement drive our decisions to promote well-rounded students that are academically sound and demonstrate strong character qualities. We want to continue to promote these areas as students return to school.



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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

- All school buildings will be closed to students and parents at all times.
- Teachers will be allowed to enter the building to gather resources or conduct on-line learning with the approval of administration. They will be allowed to work in their classrooms or the office as needed.
- Cleaning staff will remain working in the building to ensure the building is sanitized and ready to reopen when allowed. Cleaning will include the disinfecting of restrooms, class rooms (as appropriate), high contact surfaces, and repairs that need to be done. In addition the cleaning staff will accept any package deliveries during the closure.
- All before and after school childcare will be suspended until school reopens.
- All bus services will be suspended until the school reopens.
- All after school activities and sports will be suspended until the school reopens.
- Administration or office staff will come to the building once a week to perform any required duties that cannot be done remotely.
- Phone calls will be forwarded to an administrator’s phone during designated call hours to ensure parents have contact during the school closure.
- Families will be able to pick up pre-packages lunch and breakfast on two different designated dates and times. Students will have to fill-out a menu to indicate which days they intend to get lunch for.

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

-Staff will be provided protocols to refer a student or family that they have concerns regarding their well being to determine if the family needs additional support.

-Return to school plans and protocols will be communicated to parents via an email blast, Facebook, and the school website. If needed community town hall zooms will be held to answer questions from parents or guardians.

-Support resources will be provided by the school counselor for parents to use with their children regarding positive self-care strategies, talking to children about trauma and crisis, and scientific facts on COVID

-Classroom teachers will have at minimum once a week zoom meetings with students to check on mental health. The zoom meetings will promote social interaction among classmates and teacher. If a student does not attend more than two consecutive social zoom meetings the teacher will reach out to parent via email or messaging platform to check on the student and their family.

-Teachers will be reminded of protocols for mandated reporting any concerns of child abuse or neglect.

-Mental health screenings will be available for anyone who requests or is referred. The school counselor or social worker will complete the screenings.

-The school will utilize the ISD crisis plan if needed.

-The school counselor will provide and keep an updated list of community resources for families.

-Staff will review reporting protocols if they feel a student demonstrates concerns regarding mental or physical wellness.

-The school counselor will be the designated mental health liaison between school and public health agencies.

-The school will utilize resources on MDE for mental health and wellness support.

Strongly Recommended Not Being Implemented:

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-Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at-risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

-Provide resources for staff self-care including resiliency strategies.

-Activate communication channels for school stakeholders to address mental health concerns resulting from COVID.

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Phase 1, 2, or 3 Instruction

Governance:

-A return to school team consisting of school Superintendent, Principal, Vice Principal, Dean of Students/Athletic Director, Dean of Academics, Preschool Director, and Special Education Coordinator was developed and had regular meetings to develop our return to school plan

-Remote learning plans will be shared with all stakeholders in print format along with virtual town halls for parents

-Feedback from parents about previous remote learning was reviewed and used to modify when appropriate for continued remote learning this year

-On-going feedback will be collected during the remote learning time so changes that are necessary can be made

Remote Learning:

-Students in grades K-5 will use Roadmaps and Google classroom as the primary learning platform (the two link together). Teachers will create educational videos, other educational videos, or use videos to deliver instruction. Then they will assign appropriate assignments for student to complete. Curriculum presented will consist of new material outlined in the appropriate monthly pacing guide. All four content areas will be required for students to complete. Electives will be offered but considered optional. Teachers will have daily office hours that students will be able to log into zoom and get help

-Students in grades 6-12 will use Google Classroom as the primary learning platforms. Teachers will create educational videos, other educational videos, or use videos to deliver instruction. Then they will assign appropriate assignments for student to complete. Curriculum presented will consist of new material outlined in the appropriate monthly pacing guide. Teachers will have daily office hours that students will be able to log into zoom and get help. In addition, they will have live teaching hours during the week where students can log in and have a more traditional classroom setting where other students are engaging and asking questions.

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-Parents will be given the option to provide feedback regarding their child’s remote learning experience. This will be done through an open Google form where they can go in and add comments or concerns. This will be monitored by administration.

-If the school year begins remotely students will complete NWEA reading and math assessments for teachers to see current level of academic performance.

-All IEP’s and 504 plans will be reviewed by the special education team to reflect on the individual student needs based on the NWEA assessment results. These meetings will mostly be conducted remotely. An online support program that is appropriate for students on an individual level will be developed.

-Both the general education teacher and special education team members will collaborate on best formats to present instruction to students with an IEP or 504 plan

-A plan for services to continue will be developed. Any occupational or physical therapy will follow what ever the Macomb ISD has in place. Speech therapy will be conducted through live learning situations. Merritt has the ability to conduct any evaluations (psychologist, speech, and social work) remotely.

-School counselor will work with students transitioning to postsecondary plans via zoom meetings, assistance with completing forms and applications, providing other support requested by students.

-Administration will divide up the grade levels for monitoring. They will be responsible to communicate with teachers to see level of student participation in remote learning and provide assistance in reaching those that are not participating. They will also be monitoring student progress and grades. This will be done thorough Powerschool and communication with teachers.

-Administration will make sure to remain current on MDE policies and procedures. Reading communications or attending webinars as appropriate will assist with staying current.

Communication and Family Supports:

-The administrative team will use the main communication system to push out email blasts to parents with regular (weekly or biweekly) updates. We do not have a need to use any other

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language other than English. These communications will also be posted on the school website and Facebook page.

-Parents will receive initial communication that outlines the following information in regards to remote learning:

- *what students are expected to do during remote learning and predicted length of closure
- *provide a chart or visual aid to outline work loads for each grade level, schedule of online meetings, and expected time students are expected to work each day
- *technology devices will be distributed to families that need to borrow them
- *families that need assistance with a technology connection will be provided
- * alternative options will be provided to students where parents request it
- *informational parent zooms will be held as needed to assist them in learning how to use the required learning platform

Professional Learning:

-Teachers will participate in professional development as need in terms of leaning how to implement restorative supports for students that focus on equity, cultural bias, and social-emotional learning.

-Teachers will participate in virtual training during the required professional development days before school is set to begin. These trainings will focus on how to use the learning platforms their students will be using. They will learn how to navigate it and analyze the data the learning platform provides.

-Biweekly remote PLC meetings will be scheduled for teachers to discuss successes with remote learning and struggles. This will allow teachers to share ideas with each other.

Once a month a remote meeting will be scheduled with small groups of teachers and administration to look at student data that has been gathered during the remote learning period.

Monitoring:

-Monitoring of remote education will begin during the first week. Administrators will reach out to assigned staff to see how it is going.

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-A new technology survey will be conducted before the first week of school to see which families have adequate technology and which families will need to borrow technology devices or need assistance with connectivity.

-Teachers will be required to take student attendance every day for elementary and every class period for middle and high school. Students will be required to log into the online learning platform for a required amount of minutes per class to be considered present in class.

-Teachers will be required to have a set number of tasks or assignments that students must complete each week for teachers to monitor their level of understanding. Students will provide feedback on all assignments (either by providing a grade or written comments). For younger students the teachers will provide feedback to parents on a weekly basis via email, phone call, communication message (dojo) or comments in learning platform.

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Phase 1, 2, or 3 Operations

Facilities:

- Employees from cleaning company will order cleaning and disinfection supplies as needed.
- Employees from the cleaning company will complete any outstanding work orders or repairs that arise during remote learning to ensure the building is ready for students to return.
- Employees from the cleaning company will follow cleaning protocols outlined from Citi Cleaning.
- Employees from the cleaning company will wear a face covering when cleaning.

Strongly Recommendations Not Implementing:

- ISDS and schools should create a contingency plan to coordinate the use of school building for essential actions to include elections, food distribution, and child care, particularly for essential workers.
- Coordinate with Local Emergency Management Programs for support with procurement of cleaning and disinfection supplies.

Technology:

- An undated technology survey will be conducted to gain information on families need for devices or Internet connectivity.
- Students that need to borrow technology will sign a usage and care contract (outlining usage, care, and loss or damage to device) and then will be issued a technology device and charger to use. Families that need support with Internet connectivity will be assisted by either providing resources or setting up a service.
- Principal, Vice-Principal, or Dean of students will communicate needs and supports with contracted technology company (Charter Technology).

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-Teachers will participate in support professional development on learning platforms for remote learning.

-The technology teacher will be identified as the lead support for teachers, parents, and students. Her email is identified on the school website under the staff tab.

-Communication on device return will be provided to parents when appropriate.

-Devices will be marked off as they are returned

-Devices will be stored for at least 48 hours before anything is done with them

-Devices may be disinfected before maintenance if Charter Tech prefers

-Charter Tech will service all devices and order any necessary parts for repair

-Teachers experiencing issues with their laptops will file a tech ticket with Charter Technology and work with them to get the issue resolved or gain access to a replacement device.

-Technology devices will be checked to ensure they have the necessary programs to allow for student use and submission or assignments.

-Professional development will be scheduled for teachers as needed in terms of remote learning needed. This maybe whole group, small group, or individual depending on the level of support needed by staff.

-Current technology and Internet usage agreement will be reviewed and updated as needed to cover remote learning.

Strongly Recommendations Not Implementing:

-Develop a district technology plan that includes guidance for schools.

-Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology and serve as a “help desk.”

-Identify an asset tracking tool.

-Identify a vendor to assist with processing, returning, and maintaining devices, if needed.

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- Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.
- Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested.
- Develop a technology support plan for families.
- Continue to monitor device usage and compliance with online learning programs

Budget, Food Service, Enrollment, and Staffing:

- Appropriate instructional resources will be provided to teachers and students as needed. This may include paper resources for students that require them.
- The Romine Group will provide guidance on procedures for hiring in a remote learning if it is necessary.
- Clear expectations regarding attendance will be outlined for staff, students, and parents.
 - Staff will be required to take attendance on a daily basis
 - If students are ill and unable to complete daily remote learning attendance will need to be called into the school for tracking purposes
 - Students that do not log in for remote learning and have not been called in will be marked with an unexcused absence
- Students will eat breakfast and lunch in their classrooms.
- Safety shields will be placed between the lunch serve and students. Also safety shields will be in place between the lunch scanner and students.
- For students doing face-to-face learning if they have ordered lunch they will come to the lunchroom to pick up their meal, which will be in a closed take-out container.
- For students doing on-line learning they will have a designated day and time that they are able to come and pick up breakfast and lunch for a week. Students will need to fill-out a menu to indicate they are ordering lunch for certain days.

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

Phase 4 Safety Protocols

Personal Protective Equipment:

- All staff will wear a face covering between the hours of 7:30 and 3:30 (face mask and shields will be provided)
- Exceptions to wearing a face covering will be when eating, drinking, or medical documentation has been provided that they cannot medically wear one

- All contractual workers will wear a face covering between the hours of employment (face mask and shields will be provided)
- Exceptions to wearing a face covering will be when eating, drinking, or medical documentation has been provided that they cannot medically wear one

- All staff and contractual workers will be responsible for cleaning cloth face masks on a daily basis or will need to throw away disposable masks on a daily basis

- All students riding on the bus will be required to wear a face covering from the time their enter the bus until they reach their destination in the school building unless medical documentation has been provided

- The bus driver and bus aide will be required to wear a mask the entire time they are on the bus unless medical documentation has been provided

- All staff and students will wear face covering (unless medical documentation has been provided) when they are transitioning in the hallways.

- All students in grades 6-12 (unless medical documentation has been provided) will be required to wear face covering while in any classroom or location in the building

- All students in K-5 must wear a face covering (unless medical documentation has been provided) anytime they are outside of their home classroom

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Strongly Recommended Items NOT Implementing:

-Facial coverings should be considered for K-5 students and students with special needs in classrooms

-Facial coverings should be considered for preK students and students with special needs in hallways and common areas

Hygiene:

-Hand sanitizing dispensers will be in all classrooms campus wide (except preschool due to regulations)

-An additional person is being brought in 5 hours a day and will be provided a schedule to go around and disinfect classrooms when students are not present

-All teachers will have a bottle of hand sanitizer to be used in the classroom and will be refilled on a regular basis by cleaning company

-Scheduled group breaks (every 2-3 hours) will take place to promote proper hand washing

-Students will wash hands before and after eating

-Students will wash hands when coming in from outside activities

-Posters will be placed in restrooms demonstrating proper hand washing techniques

-Teachers with younger students will demonstrate proper hand washing techniques

-Teachers will demonstrate and promote when coughing or sneezing to do so in ones elbow or cover with a tissue and hands washed immediately after

-Students will have their classroom supplies for daily use (no classroom sharing bins)

-Student personal items will be kept with the student and lockers or cubbies will not be used unless it is designated for one person

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-Classroom manipulatives used for group activities will be used at a minimum, once used they will be sprayed with CDC approved spray and students will wash their hands

-Hand sanitizer dispensers are placed throughout the hallways in all buildings

Spacing, Movement, and Access

-As feasible all desks will be arranged facing the same direction

-Student work tables are being replaced with desk in all classrooms except the computer lab and high school science lab

-Teachers will maintain six feet of spacing between themselves and students as much as possible.

-Parents and guests will not be allowed into any building except for extenuating circumstances

-Proper social distance signage will be present throughout the buildings as appropriate

-Signage for social distance and proper hand washing techniques will be placed in all restrooms.

-Desks will be spaced as far apart as feasible- all nonessential furniture is being removed from classrooms to allow for more social distancing

-Guests entering the building will have to wear a face covering and report directly to the main office to log in and complete a screening checklist

Strongly Recommended Items NOT Implementing:

-Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

Screening Students and Staff:

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-The school will follow all protocols provided by the Macomb County Health Department (we have contacted them and at this time they do not have specific protocols to share)

-There will be a designated quarantine area and staff to care for ill students

-Students displaying COVID like symptoms will be required to wear a mask and placed in the quarantine area until they are picked up

-Staff carrying for any student with COVID like symptoms will wear a mask (preferably N95)

-Symptomatic students will be allowed to return when cleared under CDC guidelines

-Staff will conduct daily self-health assessments and submit before the school day begins (per employee return to work plan)

Testing Protocols for Students and Staff and Responding to Positive Cases:

-The school will follow all protocols provided by the Macomb County Health Department (we have contacted them and at this time they do not have specific protocols to share)

-Students developing a fever or become ill will wear a mask and wait in the quarantine area until they can be picked up by a parent or emergency contact.

-Staff developing a fever or become ill will wear a mask and be sent home. If unable to drive an emergency contact will be called to pick them up.

-Symptomatic staff and students will be allowed to return when cleared under CDC guidelines.

-Families will be notified of any medically verified positive cases within the classroom and school and encouraged to watch for symptoms in the home

-If a medically verified positive case occurs the school will contact (to the best of their ability) anyone that was in contact with patient for more than 15 minutes and less than six feet apart

Responding to Positive Tests Among Staff and Students:

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- The local health department will be notified immediately of any suspected COVID cases among staff or students. The school will provide requested information by the health department to assist with contact tracing.
- Confidentially laws will be reviewed with staff, especially in terms of issues related to COVID and health concerns.
- Staff with a confirmed case will be allowed to return to work after they are no longer infectious. This will be determined based on guidance from the local health department.
- Cleaning staff will wear gloves, a facemask, and shield when cleaning areas that may have been impacted by potential or confirmed positive cases.
- If it is possible a room will be closed for 24 hours before cleaning takes place.

Food Service, Gathering, and Extracurricular Activities:

- All large group gatherings and assemblies will be suspended
- All students will be eating in their classroom
- If a class eats in the cafeteria students will be spread 6 feet apart and all be facing the same direction
- A safety barrier will be installed between students and the lunch server
- The lunch server will wear gloves and a face covering
- Students will wash hands after eating
- Lunch server will wash hands after each lunch period
- Teachers and students will wash hands before eating or after outdoor activities
- Off-site or large group field trips will be suspended
- Recess will occur outside with only one class at a time

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-Students will be reminded to social distance during recess time

-Anyone attending extracurricular activities must wear a face covering

If any large group assemblies or school-sanctioned event must be held they will be conducted virtually

Athletics:

-The athletic director will be responsible to make sure all coaches and players comply with the most recent guidelines provided by the MHSAA

-Coaches will be responsible for students and other staff to use proper hand washing before and after all practices

-Coaches will complete a prescreening for all student participants

-Any equipment that will be used for practices or games will be cleaned both before and after use using a CDC approved product

-Inter-school competitions will be allowed to take place. Everyone on the bus must wear if a bus is used for transportation face coverings. The bus will need to be cleaned before and after participants enter.

-Any spectators must wear a face covering and practice social distancing of at least 6n feet apart at all times

-All participates must have their own water bottle with an identifying mark or label

-Any unnecessary physical interaction such as handshakes will be suspended

-Indoor weight room use is suspended-if it can be done outdoors that is allowed with social distancing in place

-Indoor sports are limited to 100 people.

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-Spectators must be 6 feet apart unless they are in the same household or family

Cleaning:

-An additional staff person will be hired for 5 hours a day to conduct scheduled cleaning of classrooms and high contact areas when students are not present

-The computers, chairs, and tables will be sprayed down with an approved product between each class

-Any shared technology will be sprayed with an approved product before returned to storage cart

-All cleaning products will be stored in appropriate locations

-Ventilation will be adequate when products are used in classrooms and other locations

-Staff involved in cleaning will wear gloves, a masks, and face shield (provided to staff)

Busing and Student Transportation:

-Everyone entering the bus will need to use hand sanitizer before entering

-All students riding on the bus will be required to wear a face covering from the time their enter the bus until they reach their destination in the school building unless medial documentation has been provided

-The bus will be sanitized between routes with a CDC approved product

-High contact areas will be disinfected before morning and afternoon routes using a CDC approved product

-Any equipment (car seats) will be sanitized before and after use

-Parents will be responsible for providing transportation home if a student is unable to board the bus due to illness

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- If the driver becomes sick during the day a substitute driver drive any additional routes
- If able due to weather windows and will be opened while cleaning is taking place and between morning and afternoon routes
- If able windows will be at least partially open during the route while students are on the bus

Medically Vulnerable Students and Staff:

- All current IEP' s and 504s will be reviewed specifically for health conditions that may require additional accommodations
- Notify parents if medical documentation is provided regarding a medial condition placing the student at high risk a 504 plan will be developed
- Any staff that has a high-risk condition that has been medically verified will be provided reasonable accommodations

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

- Staff will be provided information on protocols to refer a student or family that they have concerns regarding their well-being to determine if the family needs additional support.
- Return to school plans and protocols will be communicated to parents via an email blast, Facebook, and the school website. If needed community town hall zooms will be held to answer questions from parents or guardians.
 - Support resources will be provided by the school counselor for parents to use with their children regarding positive self-care strategies, talking to children about trauma and crisis, and scientific facts on COVID
- Teachers will be reminded of protocols for mandated reporting any concerns of child abuse or neglect.
- Mental health screenings will be available for anyone who requests or is referred. The school counselor or social worker will complete the screenings
- Staff will review protocols for referring a student they have concerns about mental or physical wellness.
- The school will utilize the ISD crisis plan if needed.
- The school counselor will provide and keep updates a list of community resources for families.
- Staff will review reporting protocols if they feel a student demonstrates concerns regarding mental or physical wellness.
- The school counselor will be the designated mental health liaison between school and public health agencies.
- The school will utilize resources on MDE for mental health and wellness support.

Strongly Recommended Not Being Implemented:

- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at-risk,

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proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.

-Provide resources for staff self-care including resiliency strategies.

-Activate communication channels for school stakeholders to address mental health concerns resulting from COVID.

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Phase 4 Instruction

Instruction:

- Two options will be offered to families as a hybrid model (face to face or on-line)
- Parents and students opting for on-line learning will sign a contract that outlines the expectations

Communications and Family Supports:

- On-going communication will continue using the current system. Email blasts will be sent out on a regular basis (bi-weekly) to update parents. These will be posted on the school website and Facebook page. Town hall meetings will be held to answer questions from parents in regards to the different options being offered to return to school.
- Parents will be able to attend training zooms (as needed) to assist them in how to access and use any necessary on-line learning platforms used by students.
- Teachers will provide a variety of Internet resources that parents and students can use at home to help support the curriculum.

Professional Learning:

- Teachers will be participating in professional development before school begins that focuses on the following remote learning topics:
 - Various learning platforms (how to use and analyze data provided)
 - Using the pacing guides to plan for in-person and remote learning (focusing on the plan to address potential gaps from closure last year)
 - Identify students that did not participate in remote learning last year and develop strategies to promote engagement this year
 - Discussing data points that will be used to determine student gaps from last year closure
 - Providing support to those requiring additional help or accommodations
- A professional learning plan will be developed for administrators and staff on the following:

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- Making sure learning is equitable for all students and social-emotional is part of the learning process
 - Training on selected learning platforms
 - How to transition from face to face learning to remote learning if needed
- Training for those working with students only doing on-line to focus on socio-emotional and providing additional education support as needed

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Phase 4 Operations

Facilities:

- Employees from cleaning company will monitor and order necessary cleaning supplies as needed.
- Cleaning staff will be provided a daily schedule to make sure high contact surfaces are cleaned during the school day
- Teaching staff will be provided proper PPE and cleaning materials to clean high contact surfaces in the classroom as needed during the school day.
- The cleaning company (Citi Cleaning) will inform their employees of any changes in recommended cleaning guidelines.
- Administration will meet with cleaning staff to explain schedule and expectations. They will be directed to come to administration with any questions.
- Cleaning staff has been on-site all summer to conduct all cleaning that is outlined in their contract. In addition, certain high contact areas are being cleaned on a daily basis.
- School buildings have been reviewed
 - Smaller classrooms were moved to larger areas
 - Furniture in classroom replaced to promote distancing
 - Ventilation systems are functioning correctly
 - Furniture removed from classrooms to promote increased distancing
- School security system was reviewed and additional changes did not need to be implemented due to the fact major upgrades were done last year.
- The school has purchased reuse facemasks for all students and staff members. Face shields have also been acquired for staff. Disposable masks will be available for anyone that forgets their reusable mask or any adult trying to enter the building without a mask.
- Citi Cleaning is providing all PPE for their employees.

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- School Administration will do a walk through with cleaning staff to make sure everything is ready for staff and student return. Any areas not ready will be documented and a completion date will be determined.
- HVAC systems will be monitored and filters replaced on a regular scheduled basis.
- All classrooms and offices have wastebaskets and tissues.
- All rooms on campus will have hand-sanitizing units installed before school starts. These will be checked on a daily basis by cleaning staff.
- All rooms have small bottles of hand sanitizer that can be used during transition. There are also hand-sanitizing units in the hallways.
- Cleaning staff will follow CDC guidelines when cleaning and performing daily duties.
- Signage will be posted around the campus in appropriate areas.
- School cleaning protocols will follow CDC guidelines. Cleaning staff will wear masks when performing duties.
- School is being maintained so it is ready to open on the first day of school.

Budget, Food Service, Enrollment and Staffing:

- School has developed and arrival and dismissal procedure:
 - Arrival-staff will be assigned to designated areas to assist and monitor students get out of cars and report directly to their classroom not allowing students to congregate in groups; no parents will be allowed to enter the building and will be encouraged to remain in their cars; students arriving by first bus will exit bus and report directly to their designated location until time to report to classroom; students arriving on second bus will report directly to their classrooms
 - Dismissal-elementary students will wear their masks and be walked up to the small gym and parents will pick them up in a drive thru pick up format. Middle and high school will be dismissed and have to leave the building right from their last hour class or report to their designated area if they are involved in an after school program

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- Administration will develop a list of all returning staff and their roles at the school
- Teachers will be provided a list of students assigned to them for face-to-face learning
- Teachers that will be monitoring on-line learning will be provided a list of students assigned to them
- Open teaching positions will be determined based on lists developed.
- Open teaching positions will be posted and interviews conducted either on-site or remotely.
- Staffs that are not used on a full-time basis will be used to fill gaps throughout the day as needed.
- Updated attendance policies will be sent out via email to staff and parents. COVID will be a factor in modifying current policies.
- CARES Act money is being used to support needs of the school during the 20/21 school year.
- A list of substitute teachers will be created and shared out to teachers via Google Doc. A discussion about subs from sub companies will take place.
- Back to school forms (emergency cards, homeless screener) have been emailed out to parents. A week has been designated for parents to turn in these forms and order shirts. Other forms (Internet and picture permission) will be sent home with students. Free and reduced lunch applications and lunch menus will be emailed out to parents as soon as they are ready.
- Student planners and communication folders have been ordered for school.
- Staff and student handbooks are being updated. Master list of changes will be shared with staff and students.
- The Romine Group has consulted the school’s legal counsel (George Butler) regarding potential staff issues related to COVID. Legal counsel is available for any upcoming possible questions.
- Administration has been directly involved in developing the budget. They will continue to be involved in regular discussions as enrollment changes or additional resources are needed.

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-If needed a new teacher training will take place.

-A master teaching schedule will be created before school begins. Transitions will be a factor when creating the schedules for teachers to follow.

-A meeting is being held on July 29, 2020 with the food service staff, director, catering company, and school administration staff to discuss what breakfast and lunch will look like. Safety precautions will be discussed along with meal distribution.

Technology:

-An undated technology survey will be conducted to gain information on families need for devices or Internet connectivity.

-Students that need to borrow technology will sign a usage and care contract (outlining usage, care, and loss or damage to device) and then will be issued a technology device and charger to use. Families that need support with Internet connectivity will be assisted by either providing resources or setting up a service.

-Principal, Vice-Principal, or Dean of students will communicate needs and supports with contracted technology company (Charter Technology).

-Teachers will participate in support professional development on learning platforms for remote learning.

-The technology teacher will be identified as the lead support for teachers, parents, and students. Her email is identified on the school website under the staff tab.

-Communication on device return will be provided to parents when appropriate.

- Devices will be marked off as they are returned

- Devices will be stored for at least 48 hours before anything is done with them

- Devices may be disinfected before maintenance if Charter Tech prefers

- Charter Tech will service all devices and order any necessary parts for repair

-Teachers experiencing issues with their laptops will file a tech ticket with Charter Technology and work with them to get the issue resolved or gain access to a replacement device.

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- Technology devices will be checked to ensure they have the necessary programs to allow for student use and submission of assignments.
- Professional development will be scheduled for teachers as needed in terms of remote learning needed. This may be whole group, small group, or individual depending on the level of support needed by staff.
- Current technology and Internet usage agreement will be reviewed and updated as needed to cover remote learning.
- Procedures to deploy technology devices are in place to move to remote learning
 - drive thru pick up and signing of contract
- Parents will be provided directions to return devices (these will be determined based on timing in school year of return)
 - Devices will be marked off as they are returned
 - Devices will be stored for at least 48 hours before anything is done with them
 - Devices may be disinfected before maintenance if Charter Tech prefers
 - Charter Tech will service all devices and order any necessary parts for repair
- School access points will be monitored to ensure they are working correctly
- Using resources that teachers have published on their website a central Google doc will be created
- Staff will share lessons they learned from previous remote learning so that appropriate changes can be made for future remote learning in hopes of increasing student success.
- Charter Technology will track ongoing technology issues and infrastructure until they are resolved.
- Any chronic technology issues from remote learning will be logged and the school will work on making sure these issues are resolved for future remote learning. The biggest issue is the number of devices available to loan to families that need them. The school is working on purchasing more.

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Transportation:

- The contracted bus company will inventory buses for the following:
 - number available to the school- we request 1
 - size of buses- will be based on number of students indicating they need to use the bus
 - number of drivers and bus aides returning and know if they are high-risk
 - needs of the school in the past for busses- sports and field trips
- Contact has been made with the bus company any they have not been impacted by COVID-19.
- Contracted company will outline procedures to the bus driver and aide that all persons on the bus must follow.

Strongly Recommendations Not Implementing:

- Coordinate with Local Emergency Management Programs for support with procurement of cleaning and disinfection supplies.
- Audit any additional facilities that the district may have access to that could be used for learning.
- School security staff should follow CDC protocols if interacting with the general public.
- Work with local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.
- Where possible, and in partnership with local bargaining units, identify and modify staff positions, that would enable high-risk staff to provide remote services.
- Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs
- Coordinate with Local Emergency Management Programs for support with procurement of cleaning and disinfection supplies.
- Develop a district technology plan that includes guidance for schools.

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- Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology and serve as a “help desk.”
- Identify an asset tracking tool.
- Identify a vendor to assist with processing, returning, and maintaining devices, if needed.
- Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.
- Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested.
- Develop a technology support plan for families.
- Continue to monitor device usage and compliance with online learning programs.
- Encourage close collaboration between transportation and IEP teams to monitor changes to students’ IEPs and implement accordingly.
- Utilize buses to provide food service and delivery of instructional materials where possible.

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

Phase 5 Safety Protocols

Personal Protective Equipment:

-It is recommended that all staff members wear a face covering (unless medically unable) at all times except when eating. Masks can be clear when appropriate. Reusable masks should be washed daily and disposable masks disposed of at the end of each day.

- It is recommended that all staff and students wear a face covering (unless medically unable) when in the hallway or common areas. Masks can be clear when appropriate. Reusable masks should be washed daily and disposable masks disposed of at the end of each day.

Hygiene:

-All rooms on campus will have hand-sanitizing dispensers in them along with dispensers throughout the hallways. Classrooms will have cleaning spray and wipes.

-Teachers will promote and reinforce proper hand washing techniques. Posters will be present in restrooms.

-Teachers will promote and reinforce that one coughs or sneezed into their elbows or use a tissue to cover their face. Immediately after the person will wash their hands using proper techniques.

-Teachers and students will be encouraged to use hand sanitizer anytime they enter a new classroom.

Spacing, Movement, and Access:

-All desks will be kept as far apart as possible. No grouping of desks will be used.

-Class sizes will be maintained at the cap of 25.

-Classrooms that used to have tables will continue to use desks to allow for distancing.

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-All desks will be arranged to face the same direction.

-Teachers will remain as far from students as possible.

-Social distancing signage will be posted in the hallways. Markings on the floor will indicate where students should stand when lining up. Signage will be posted on restroom doors reminding of proper hand washing technique and social distancing. Teachers will monitor restrooms to ensure the number of students in a restroom at one time is restricted to allow for social distancing.

Screening Students, Staff, and Guests:

-The school will have a designated quarantine area for students that become ill to stay in until a parent or emergency contact can pick them up.

-Students displaying COVID like symptoms will be required to wear a mask and placed in the quarantine area until they are picked up

-Staff carrying for any student with COVID like symptoms will wear a mask (preferably N95)

-Symptomatic students will be sent home and will have to stay home until they have negative test results or are symptom free based on CDC timelines.

-All visitors will have to sign in and out from the office and indicate date, time. Parents will only be allowed into the office and not other locations in the building unless wearing a face covering and arrangements have been made with a classroom teacher.

Testing Protocols for Students and Staff and Responding to Positive Cases:

-Students who become ill during the school day with COVID like symptoms will have to wear a mask and stay in the quarantine room until a parent or guardian picks them up. It will be requested that they go to an off-site testing center to get tested.

-Staff who become ill during the school day with COVID like symptoms will have to wear a mask and will be sent to an off-site testing site for testing. They will need to remain at home until test results are received.

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-Parents and guardians will be notified of any positive (laboratory or clinically diagnosed) cases in the classroom or campus

-Students and staff sent home with symptoms are to remain at home until they receive negative test results or are released from isolation under current CDC guidelines. This will be tracked in the office as to when students may return. HR will track with staff are able to return.

-If a positive case (laboratory or clinically diagnosed) is reported the school will make every effort to contact by phone anyone that was in close contact (more than 15 minutes and less than 6 feet away) those near the affected person. Parents will be advised on how to proceed based on current guidance from the health department.

Responding to Positive Tests Among Staff and Students:

-The school will contact the health department of any reported possible cases of COVID. Based on guidance from them the appropriate staff, students, and parents will be notified and advised on how to proceed.

-The school will assist the health department with any necessary information for contact tracing. Those identified will be placed into remote learning for the 14-day quarantine

-Any staff member identified with a positive case will be allowed to return to work when they are no longer infectious based on CDC guidelines.

Food Service, Gathering, and Extracurricular Activities:

-There will be a safety barrier between staff and students where lunch trays will be handed out. The staff behind the barrier will be wearing gloves and face covering.

-Students and staff will wash hands before coming into the lunchroom. They will sanitize or wash hands after eating.

-Any larger group gatherings either indoor or outdoor will comply with the current restrictions in place by the government.

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-Any field trips taken and using bus transportation will comply with all guidelines for transportation. Field trips will only be taken if approved as an essential trip.

Athletics:

-Any indoor events will be limited to 50 spectators with social distancing of 6 feet in place. Outdoor events are limited to 250 spectators with social distancing of 6 feet in place.

-Everyone involved must wash hands using proper techniques before and after every practice. Students will verbally complete a health screening with the coach.

-All equipment will be sanitized before and after each use.

-If buses are used they must be disinfected before and after each use. All transportation safety protocols needs to be followed.

-Everyone needs to have his or her own water bottle that is clearly identified.

Cleaning:

-High contact surface areas will be cleaned at least every 4 hours. Cleaning staff will follow schedule to ensure surfaces are done.

-Desks and computer lab tables will be cleaned after every class period. Students will use their own individual school materials and group bins will not be used.

-All athletic equipment will be cleaned before and after each use.

-All cleaning products will be stored out of the reach or access to students.

Busing and Student Transportation:

-Students will be encouraged to use the provided hand sanitizer as they enter and exit the bus.

-Students and drivers will be encouraged to wear a face covering while on the bus.

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- The driver will disinfect the bus between each run.
- Any high contact areas will be cleaned before morning routes and then cleaned again before the afternoon route.
- Any student that becomes ill during the school day will be sent home with a parent or guardian.
- If the driver becomes ill during the day a substitute driver will drive any additional runs for that day.

Strongly Recommendations Not Implementing:

- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.

Medically Vulnerable Students and Staff:

- All health plans and 504 plans that identify health issues will be reviewed. Any accommodations will be either deleted or new ones added based on COVID concerns.
- Provide parents with directive on how to report a high-risk health situation. Students will be able to switch to the remote offering.

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Phase 5 Mental & Social-Emotional Health

- Staff will be provided information on protocols to refer a student or family that they have concerns regarding their well-being to determine if the family needs additional support.
- Return to school plans and protocols will be communicated to parents via an email blast, Facebook, and the school website. If needed community town hall zooms will be held to answer questions from parents or guardians.
 - Support resources will be provided by the school counselor for parents to use with their children regarding positive self-care strategies, talking to children about trauma and crisis, and scientific facts on COVID
- Teachers will be reminded of protocols for mandated reporting any concerns of child abuse or neglect.
- Mental health screenings will be available for anyone who requests or is referred. The school counselor or social worker will complete the screenings
- Staff will review protocols for referring a student they have concerns about mental or physical wellness..
- The school will utilize the ISD crisis plan if needed.
- The school counselor will provide and keep updates a list of community resources for families.
- Staff will review reporting protocols if they feel a student demonstrates concerns regarding mental or physical wellness.
- The school counselor will be the designated mental health liaison between school and public health agencies.
- The school will utilize resources on MDE for mental health and wellness support.

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Phase 5 Instruction

Governance:

-The school has developed a return to school team that will continue to meet during the school year as things change or new safety concerns arise in regards to COVID.

-The school will continue to gather feedback from parents (both those in face to face and on-line learning). Virtual leaning maybe modified based on feedback from parents and students. Any changes to the virtual learning plan will be shared out with the appropriate stakeholders.

Instruction:

-All students (face to face or on-line) will be offered a program that provides grade-level instruction and standards based. Both programs will also addresses any deficits from the closer during the previous year. Students will participate in pre-assessments to determine deficits. Those that qualify will receive additional small group support in math and reading.

-Teachers will continue to follow district pacing guides for both face to face learning as well as on-line learning. Missed power standards from the previous year will be taught as prerequisites to the grade-level material.

-All IEPs and 504s will reviewed to ensure accommodations and goals are appropriate to the student’s current level.

-MTSS will review all student assessment data to determine appropriate services for students that qualify.

Communications and Family Supports:

-All previous communication systems will continued to be used (email blasts, Facebook, school website) to keep parents informed on the most up-to-date information.

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-The school will make every effort to provide support resources to any parent that asks for them (either academic or socio-emotional).

Professional Learning:

-Staff will participate in PLC meetings to continue professional development as needed for either on-line learning or meeting the socio-emotional needs of students struggling with COVID.

-Assigned staff members will monitor students that are enrolled in on-line learning. Their participation and progress will be tracked. If either begin to fail an intervention plan will be created and implanted by assigned staff member and any support services necessary.

Instruction:

-All students enrolled in the school will be provided instruction at grade-level that is standards based. Students will be assessed before and after instruction to track progress towards the mastering of concepts. Instruction will be differentiated based on individual student needs.

-Staff will participate in data meetings with administration to monitor progression of standards taught as well as students' progress on standards that have been taught.

-All IEPs will be reviewed to reflect each student's current needs for each of the various services they receive.

Facilities:

-The contracted cleaning company (Citi Cleaning) will be responsible for inventorying and ordering all necessary cleaning supplies.

-The cleaning staff will have a daily schedule that outlines times for cleaning of high contact surface areas and classrooms (when students are not present).

-The cleaning company will be responsible for maintaining of the building to make sure it is ready for in-person learning. They will check the functioning of HVAC systems and coordinate

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the replacement of air filters. They will make sure all rooms have appropriate materials and cleaning supplies for students to return for learning.

-Staff involved in cleaning will wear a level 1-face covering.

Budget, Food Service, Enrollment and Staffing:

--School has developed and arrival and dismissal procedure:

-Arrival-staff will be assigned to designated areas to assist and monitor students get out of cars and report directly to their classroom not allowing students to congregate in groups; no parents will be allowed to enter the building and will be encouraged to remain in their cars; students arriving by first bus will exit bus and report directly to their designated location until time to report to classroom; students arriving on second bus will report directly to their classrooms

-Dismissal-

-Administration will develop a list of all returning staff and their roles at the school

-Teachers will be provided a list of students assigned to them for face-to-face learning

-Teachers that will be monitoring on-line learning will be provided a list of students assigned to them

-Open teaching positions will be determined based on lists developed.

-Open teaching positions will be posted and interviews conducted either on-site or remotely.

-Staffs that are not used on a full-time basis will be used to fill gaps throughout the day as needed.

-Updated attendance policies will be sent out via email to staff and parents. COVID will be a factor in modifying current policies.

-A list of substitute teachers will be created and shared out to teachers via Google Doc. A discussion about subs from sub companies will take place.

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-Back to school forms (emergency cards, homeless screener) have been emailed out to parents. A week has been designated for parents to turn in these forms and order shirts. Other forms (Internet and picture permission) will be sent home with students. Free and reduced lunch applications and lunch menus will be emailed out to parents as soon as they are ready.

-Student planners and communication folders have been ordered for school.

-Staff and student handbooks are being updated. Master list of changes will be shared with staff and students.

-The Romine Group has consulted the school’s legal counsel (George Butler) regarding potential staff issues related to COVID. Legal counsel is available for any upcoming possible questions.

-Administration has been directly involved in developing the budget. They will continue to be involved in regular discussions as enrollment changes or additional resources are needed.

-If needed a new teacher training will take place.

-A master teaching schedule will be created before school begins. Transitions will be a factor when creating the schedules for teachers to follow.

-A meeting is being held on July 29, 2020 with the food service staff, director, catering company, and school administration staff to discuss what breakfast and lunch will look like. Safety precautions will be discussed along with meal distribution.

Technology:

-An undated technology survey will be conducted to gain information on families need for devices or Internet connectivity.

-Students that need to borrow technology will sign a usage and care contract (outlining usage, care, and loss or damage to device) and then will be issued a technology device and charger to use. Families that need support with Internet connectivity will be assisted by either providing resources or setting up a service.

-Principal, Vice-Principal, or Dean of students will communicate needs and supports with contracted technology company (Charter Technology).

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-Teachers will participate in support professional development on learning platforms for remote learning.

-The technology teacher will be identified as the lead support for teachers, parents, and students. Her email is identified on the school website under the staff tab.

-Communication on device return will be provided to parents when appropriate.

- Devices will be marked off as they are returned
- Devices will be stored for at least 48 hours before anything is done with them
- Devices may be disinfected before maintenance if Charter Tech prefers
- Charter Tech will service all devices and order any necessary parts for repair

-Teachers experiencing issues with their laptops will file a tech ticket with Charter Technology and work with them to get the issue resolved or gain access to a replacement device.

-Technology devices will be checked to ensure they have the necessary programs to allow for student use and submission or assignments.

-Professional development will be scheduled for teachers as needed in terms of remote learning needed. This maybe whole group, small group, or individual depending on the level of support needed by staff.

-Current technology and Internet usage agreement will be reviewed and updated as needed to cover remote learning.

-Procedures to deploy technology devices are in place to move to remote learning
-drive thru pick up and signing of contract

-Parents will be provided directions to return devices (these will be determined based on timing in school year of return)

- Devices will be marked off as they are returned
- Devices will be stored for at least 48 hours before anything is done with them
 - Devices may be disinfected before maintenance if Charter Tech prefers
 - Charter Tech will service all devices and order any necessary parts for repair

-School access points will be monitored to ensure they are working correctly

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-Using resources that teachers have published on their website a central Google doc will be created

-Staff will share lessons they learned from previous remote learning so that appropriate changes can be made for future remote learning in hopes of increasing student success.

-Charter Technology will track ongoing technology issues and infrastructure until they are resolved.

-Any chronic technology issues from remote learning will be logged and the school will work on making sure these issues are resolved for future remote learning. The biggest issue is the number of devices available to loan to families that need them. The school is working on purchasing more.

Phase 5 Operations

Transportation:

--The contracted bus company will inventory buses for the following:

- number available to the school- we request 1
- size of buses- will be based on number of students indicating they need to use the bus
- number of drivers and bus aides returning and know if they are high-risk
- needs of the school in the past for busses- sports and field trips

-Contact has been made with the bus company any they have not been impacted by COVID-19.

-Contracted company will inventory drivers to determine who is in a high-risk population.

-Contracted company will outline procedures to the bus driver and aide that all persons on the bus must follow.

Strongly Recommendations Not Implementing:

-encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly

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Employee Return to Work Safety Plan

General Workplace Requirements:

1. Training:

- a. All staff will participate in training before school begins on the following topics:
 - i. Common symptoms of COVID
 - ii. Protocols for cleaning
 - iii. Protocols for self monitoring
 - iv. Student safety protocols
 - v. Reporting protocols for self and students

2. Self Monitoring Protocols:

- a. All staff will need to complete the self-checklist in Google docs on a daily basis before 7:45 a.m.

3. Safety Precautions:

- a. All staff will wear a face covering except when eating
- b. Staff members will practice social distancing whenever possible
- c. Hand sanitizing dispensers will be placed in all classrooms and offices

4. Cleaning Protocols:

- a. Any staff involved in cleaning high contact surfaces will use CDC cleaner (provided)

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- b. Staff will wear gloves, face covering, and face shield (provided) when cleaning
 - c. Citi Cleaning will have a schedule for when students are out of the classrooms to come in and clean high contact surfaces
5. Reporting Procedures:
- a. Designated Reporting People-Amy Schluckbier, Nathan Seiferlein, Tracy Cohrs, and Robert Girvin
 - b. Staff will report to a designated person within 24 hours any direct contact with someone that has tested positive for COVID
 - i. Administration will determine if staff should be sent home and for duration
 - c. Staff will report to a designated person, immediately any COVID like symptoms they are experiencing- answered yes to any question on the self monitoring questionnaire-
 - i. Administration will determine if staff should be sent home and for duration
 - d. Any staff member that has been in contact with a positive case will be notified within 12 hours of the school being notified
 - i. Administration will determine if staff should be sent home and for duration

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Self-Monitoring Questionnaire

1. Have you have a fever is the last 24 hours?
2. Have you developed a cough in the last 24 hours?
3. Have you had a sore throat in the last 24 hours?
4. Have you experienced shortness of breath in the last 24 hours?
5. Have you had close contact or cared for someone with COVID?

Teachers will fill in yes or no on their individual Google doc shared by administration.

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