



**MI Safe Schools Roadmap
Uplift Michigan Online School
District Plan
2020-21**

Adapted from the MAISA Sample District Plan found here:

https://docs.google.com/document/d/1MFFnFNRU0tzYna_B1CTsbuBmSNj7GYhPhwvNHukracM/edit#heading=h.gjdgxs

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Introduction

This plan focuses on Phase 4 of Michigan's 2020-21 Return to School Roadmap. As a cyber school, Phases 1-3 are included in our regular academic plan. Special consideration for Phases 4-6 have been taken to consider UMOS's Office space within Stephenson Area Public School's High School, required state testing, general face to face events.

Since the requirements and recommendations of Phase 5 are all in Phase 4, Uplift will follow Phase 4 until such time as Phase 6 is appropriate.

Assurances

Uplift Michigan Online School commits to implement the following as outlined in the Governor's Executive Order 2020-142.

- UMOS assures that when it provides in-person instruction or support to its students without disabilities, the district will also provide in-person instruction or support to its students with disabilities, consistent with their individualized education plans.
- UMOS assures that when schools are closed to in-person instruction and therefore in-person services are not available, the district will strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- UMOS assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it 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.
- UMOS assures that it will, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students in light of the school closures during the 2019–2020 school year.
- UMOS assures that during Phase 1, 2 or 3 it will close its main office to anyone except District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to distribute materials and equipment or performing other necessary in-person functions.
- UMOS assures that during Phase 1, 2, or 3 it will suspend all face to face events.
 - State Required events such as State Testing (KRA, MStep, ACT WorkKeys, PSAT and SAT) will follow the direct guidance of the Michigan Department of Education.
- UMOS assures that during Phase 1, 2 or 3 it will provide for the continued pay of school employees as daily work requirements will still be necessary and possible from a online setting.
- UMOS assures that during Phase 4 it will prohibit indoor assemblies that bring together students in a number greater than current CDC or State recommendations.



MI Safe Start Phase 4 - In-Person Instruction

- The number of new cases and deaths has fallen for a period of time, but overall case levels are still high.
- Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing.
- Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels.
- The overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

Phase 4: Personal Protective Equipment

General Expectations:

1. Facial coverings must always be worn by staff at the UMOS's Office space within Stephenson Area Public School's High School or Face to Face events of any kind. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
2. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
3. Facial Coverings will be provided by UMOS for those who cannot provide his/her own.
 - a. Homemade facial coverings must be washed daily.
 - b. Disposable facial coverings must be disposed of at the end of each day.
4. Facial coverings must be worn by K-12 students during face to face events in the event social distancing is not an option.
 - a. Any staff or student that is unable to medically tolerate a facial covering must not wear one.
5. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.
6. Facial coverings must always be worn in hallways and common areas at face to face events by preK-12 students in the building except for during meals.
7. Note: Staff serving students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
8. Facial coverings should never be used on children under age 2.
9. Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times.

Training and Additional Guidance:

1. All Staff, Students and Parents will have face covering expectations reviewed prior to face to face events as needed including: Parents / Guardians Meetings, Emails and Auto-Dialer Announcements.



2. UMOS's Office space within Stephenson Area Public School's High School signage will be prominent throughout all office spaces and will clearly identify who is required to wear face coverings in each designated area of the building.
3. Fabric face coverings will be ordered and provided to every staff member prior to Face to Face events. Sufficient disposable masks will be provided for students and Parents / Guardians for said events.
4. Staff cloth face coverings must be washed prior to returning to additional face to face events by individual staff members due to locations across the state.
5. Individuals (staff or students) who claim medical exemption will need to contact the appropriate grade level administrator for decisions regarding face to face requirements.
6. Exempted individuals will be recorded in a master database. Appropriate accommodations will be made to keep staff and students from potentially hazardous situations including online support for staff or 1:1 testing for at-risk students.
7. K-5 students will not be required to wear a face covering once they are situated in the testing or face to face environment provided they are socially distanced at 3 or more feet.
8. Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on.
9. Parents / Guardian will be notified in the case of refusal and may be asked to remove student from the face to face event.

Phase 4: Hygiene

1. Adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided at UMOS's Office space within Stephenson Area Public School's High School and at all Face to Face events to support healthy hygiene behaviors
2. Staff will teach and reinforce hygiene techniques when appropriate:
 - a. Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol when appropriate.
 - b. Coughing and sneezing into their elbows or cover with a tissue.
 - c. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
3. Students and staff will limit sharing of personal items and supplies such as writing utensils.
4. Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
5. Staff will limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
6. The Operations Manager and HOS will audit necessary materials and supply chain for cleaning and disinfection supplies.
7. The Operations Manager and HOS will coordinate with the Mesick Consolidated School District regarding cleaning and other facility needs and requirements.



Phase 4: Spacing, Movement and Access

1. Desks will be spaced six feet apart during face to face events.
 - a. Group sizes will be kept to the level afforded by necessary spacing requirements.
2. As feasible, all desks will be arranged facing the same direction.
3. Teachers/staff should maintain six feet of spacing between themselves and students as much as possible.
4. Family member attendance should be limited to the Parents / Guardians and student when possible.
5. Signage will be posted to indicate proper social distancing.
6. Floor tape or other markers should be used at six foot intervals where line formation is anticipated.
7. Social distancing floor/seating markings will be placed in waiting and reception areas.
8. Signs will be placed on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
9. UMOS's Office staff should screen themselves daily for temperature and symptoms and alert his/her direct supervisor if remote work is required.
10. Students and Adult guests attending face to face events should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Phase 4: Screening Students and Staff

1. UMOS will cooperate with the local public health department regarding implementing protocols for screening students and staff.
2. Students who become ill at Face to Face events will have their Parents / Guardians contacted immediately for pickup. Students will be separated to the extent possible for other staff and students. If not already masked, students will be provided a disposable mask.
3. Symptomatic students and staff should not come to the office or attend face to face events until they have tested negative or have completely recovered according to CDC guidelines.
4. Seating Charts will be kept at all Face to Face events in the event families need contacted for quarantining measures.
5. Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.
6. A copy of the District's screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Crisis Response Team and the Health Department along with any referrals from the prior month.
7. During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.



8. The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
9. Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to their director supervisor. The Human Resource Director will monitor reports and follow up with any symptomatic person to direct where, when, and how to get tested and report those results back to the school as soon as available.
10. Positive tests for staff members and Students will result in a required quarantine from the school office or Face to Face events for 14 days.

Phase 4: Testing Protocols for Students and Staff and Responding to Positive Cases

1. UMOS will cooperate with the local public health department regarding implementing protocols for screening students and staff.
2. Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
8. Families/staff should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 at the UMOS's Office space within Stephenson Area Public School's High School or Face to Face Event to encourage closer observation for any symptoms at home.
9. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
10. Staff will adhere to confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
3. Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Public Health – Menominee County (or the county that the staff resides in) will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Phase 4: Technology, Food Service, Athletics, and Transportation

- Uplift Michigan Online School does not provide Food Service or Transportation. UMOS does not participate in Athletics due to its online model.
- UMOS provides computers to all students upon enrollment.
- Students will be referred to the Superintendent if in need of internet support such as a Mi-Fi device due to MKV or Covid-19 related issues.



Phase 4: Gatherings and Extracurricular Activities

Uplift Michigan Online School will not provide Gatherings or in-person Extracurricular Activities during Phase 4, with the exception of state testing where UMOS will follow guidance from the Michigan Department of Education.

Phase 4: Medically Vulnerable Students and Staff

1. Staff should systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
2. Families and Staff who consider themselves or their students Medically Vulnerable should contact the Superintendent to discuss concerns and alternatives for Face to Face required events such as State Testing.

Phase 4: Mental & Social-Emotional Health

1. At-Risk Students identified by Staff, Students or Parents / Guardian will be referred to the Guidance Counselor for follow up discussion and care.
2. Staff will be provided with 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, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
3. The comprehensive crisis management plan will be reviewed to ensure that it can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
4. Leverage MDE resources for student and staff mental health and wellness support.
5. Communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - a. [Destigmatization of COVID-19](#)
 - b. Understanding normal behavioral response to crises;
 - c. General best practices of talking through trauma with children; and
 - d. Positive self-care strategies that promote health and wellness.

Phase 4: Instruction and Continuity of Instruction

UMOS is a full time Cyber School. Instruction, communication and attendance monitoring will continue as regularly planned. Individual students and families experiencing needs due to COVID -19 will be addressed by the UMOS team to support students to the best of our ability. Due to prior student academic interruptions UMOS ensures that:

- Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- All students have access to equipment and internet access despite barriers due to Covid-19.



Phase 4: Special Education

Minimal changes are anticipated for students requiring Special Education Support. Within the first 30 days of school, students' IEPs, IFSPs, and 504 plans will be revised in coordination with general and special education teachers to address any data-driven accommodations and/or services that are needed due to known changes in students' needs.

Phase 4: Postsecondary Transitions

In close collaboration with UMOS' Superintendent and Guidance Counselor, UMOS will be working diligently to secure support for students who are transitioning to postsecondary. These supports will encompass:

- Determining what resources should be shared with Class of '21 and Class of '22 students and families.
- Planning for fall administration of SAT (following MDE guidance) and ensuring that high school staff are communicating regularly with seniors.
- Providing resources, information, and training to parents and students. This will include a wide continuum of topics such as FAFSA completion, college application preparation, stackable certifications, etc.
- Utilizing counselors and/or college advisors to provide continued support to Tuition Incentive Program (TIP) eligible students. Monitor the number of TIP eligible students who are enrolling in college.
- Creating measures/processes to identify students who may need additional support.

Phase 4: Communication Systems

UMOS will continue to use multiple modes including our district website and social media sites, phone, email and text messaging. UMOS will:

- Maintain timely, accurate, and clear two-way communication with families regarding student's academic and social-emotional functioning and school information.
- Ensure all communications are in both English and the home language of our students. We will use a variety of resources and tools.
- Ensure our teachers know and understand the school communication plan.

Phase 4: Professional Learning

UMOS will continue with their planned Professional Development Plan. District Provided Professional Development will be held on the dates listed below. The topics to be covered will include trauma-informed instruction/support, understanding student development and diversity, growth mindset, and data-driven instruction.

- August 24-25
- November 25
- January 25
- February 17



- March 18-19
- June 17-18

Phase 4: Budget, Food Service, Enrollment, and Staffing

FY 2021, UMOS will or has:

1. Surveyed all staff for returning status prior to the end of SY1920 to determine staffing needs.
2. Identified additional staff and needed positions during the Budgeting process.
3. Posted positions or hired in response to student enrollment according to established teacher/student ratios.
4. Communicate Enrollment and Attendance Expectations with Staff and Families.
5. Continue to coordinate services with related service providers.
6. Send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.
7. Verify that student and staff handbooks and planners are up to date and ready for distribution digitally. Create a master list of any changes to distribute during August Staff Meetings.
8. Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.
9. Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
10. Work with school leaders to orient new school staff to any operational changes.
11. Create master teaching schedules.

MI Safe Start Phase 5 - In-Person Instruction

Due to its varying student locations and ability to maintain regular educational activities, while any counties are in Phase 5, UMOS will continue its academics online as a Cyber charter school and act under the Phase 4-identified protocols above for any in-person activities.

MI Safe Start Phase 6 - Post Pandemic

- Post-Pandemic.
- Few, if any, active COVID-19 cases locally.
- Community spread not expected to return.
- Sufficient community immunity and availability of treatment.

Uplift will continue to practice basic hygiene best-practices according to Stage 4 protocol. Students and staff will no longer be required to mask or social distance.