

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

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District: KEYS Grace Academy**

**Address of District: 27321 Hampden Rd. Madison Heights, MI 48071**

**District Code Number:63938**

**Web Address of the District: [www.keysacademies.com](http://www.keysacademies.com)**

**Name of Intermediate School District: Oakland Schools**

**Name of Authorizing Body (if applicable): Madison District Public Schools**



## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-14 2](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

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

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

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it 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.

- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

## Preparedness Plan

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

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

By continuing to provide students access to standard aligned curriculum and high quality learning materials, KEYS Grace Academy will increase our synchronous education experiences during Phase 1, 2 and 3. These materials will be offered in digital access and the district will provide iPads and Chromebooks to students who do not have access to electronic devices in their home. Parents will be supported with directions on how to access low-cost internet services. If low-cost internet can not be accessed then the district will support the families in finding other options for internet services. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The Academy will do everything we can to meet student/family needs and encourage full participation.

For students who do not have internet access or whose parents choose to not have them participate in online learning, teachers and other support staff will be expected to make weekly contact and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, ClassDojo) or through weekly phone calls. For students with technology access, teachers will provide instruction on a daily basis through an instructional platform (i.e. Google Classroom, Edgenuity, ClassDojo, Zoom), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (i.e., virtual meeting, email), by phone, or ClassDojo.)

Students in K-5 will utilize Chromebooks and iPads and participate in teaching and learning experience through the ClassDojo and Edgenuity platform. Students in grades 6-8 will utilize Chromebooks and participate in teaching and learning experience through the Google Classroom and Edgenuity platform. Synchronous instruction will be provided through Zoom class meetings.

KEYS Grace Academy will also have a 100% K-8 Virtual learning option which is available to any student who wants to learn remotely. This program is supported by the Academy teachers with computer-supported instruction and online course content. This Virtual Learning opportunity will remain in place regardless of the phase in which our region and state are operating.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (Edgenuity, Google Classroom, Zoom). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected each week. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning.

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access the plan. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district social media page.

Students will take NWEA MAP assessments in the fall in order for the school to assess current level of functioning for K-8 students. The instructional curriculum has formative assessments that can be conducted virtually to assess the ongoing process before the spring NWEA is given. Final results will be shared to measure progress for the 2020-2021 school year.

Special Education students will have their IEPs, IFSPs and the 504 plans reviewed to assess any needs and/or accommodations due to loss of services in the 2019-2020 school year and to reflect on their needs for the current year if we are in Phase 1-3. Service providers will deliver services through an online platform as appropriate with support of paraprofessionals as appropriate through IEP or 504 plans.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal to develop a plan to connect with the student and family.

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, Social Workers and support staff will reach out to individual students and families to determine what they may need. The support services will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their daily or weekly communications. If a need is identified, the teacher will elevate that need to the principal or support services to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

**B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
  - i) All staff and all students in grades preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - iii) All staff when in classrooms. iv) All students in grades 6 and up when in classrooms.
  - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

In phase 4 of the Michigan Safe Start Plan, KEYS Grace Academy supports the requirement of all staff wearing facial covering. All employees will at a minimum wear face coverings except during meal time or unless they have documentation from a medical professional exempting them due to the inability to tolerate face coverings. All employees including bus drivers, paraprofessionals, lunch supervisors, hall monitors, and playground supervisors will also be given face coverings. All students will be given cloth face coverings and will be expected to bring them to school on a daily basis. All information regarding face coverings will be added to staff and student handbooks. Parents, students and staff will be educated regarding the importance of face coverings and the hygiene behind them by sharing a video through School Messenger and social media. Students will be distributed at least one cotton face coverings from the school and paper face coverings will be available until supplies run out. Students and parents/guardians will be educated on the importance of washing cloth face coverings daily and throwing away disposable face coverings at the end of each day.

Students in K-5 programs will wear face coverings when in the building hallways, bathrooms, offices or classes that are not with their cohort class. When in their cohort class, they may remove their face coverings. Parents of students in grades K-5 may request in writing to have their child wear a face covering throughout the day while in school and schools will support parents' decisions. When a parent feels that a child can not medically wear a face covering, the school will request a note from a medical professional. When given a note from a medical professional, proper 504 or IEP procedures will be followed to determine an accommodation plan as to the impact on the student. Students who are K-5 may remove face coverings during recess if social distancing can be maintained. If social distancing cannot be maintained, then face coverings must be worn during recess. The district will distribute a cotton face covering to all students and paper face coverings will be available until supplies run out.

Students who are in 6-8th grade will be required to keep face coverings on at all times once entering the school unless the students are sitting down for lunch or breakfast. Students will not be allowed to enter the building without their face coverings. Students will be given cloth face coverings before the start of the school year. All face coverings must be worn inside the entire school. When a parent feels that a student can not medically wear a face covering, the school will request a note from a medical professional. Students who have a note from a medical professional, that exempts them from wearing a face covering, will have a 504 or IEP considered to determine the impact and a plan will be developed.

KEYS Grace Academy will prominently display signage throughout the district stating that "All persons in this building are required to wear face coverings unless you have a written doctor's note."

KEYS Grace Academy finds the refusal to wear a face covering a serious concern for the safety of our staff and students. The following procedure will be strictly adhered to:

- 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. The instance will be documented as a log entry in MISTAR.
- Parents will be notified of each instance of non-compliance by the administration or school safety officer. Students showing patterns of non-compliance will be removed from the school

building and placed into remote instruction until the student agrees to comply with this safety protocol. Continued removal from the school building will result in permanent placement into remote instruction. The student will be banned from the school site.

- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- 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. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.

In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building and district administration for decisive action.

## 2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

KEYS Grace Academy believes that hygiene will be a key to reopening, as well as keeping school open for the 2020-2021 school year. All classrooms, offices and entrances to the school will be outfitted with hand sanitizer stations and other materials to support good hygiene. Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.

As KEYS Grace Academy practices CHAMPS, we will use these practices to teach and enhance hygiene behaviors. We have developed specific CHAMPS COVID behaviors that need to be taught across all grade levels and to staff. These behaviors include hand hygiene, social distancing, face coverings wearing and a COVID-19 Expectation Matrix. Given that our students are used to the CHAMPS format and teaching and reteaching of expectations each year, we have reason to expect that this process will be effective for our students. These social expectations will be communicated to families through newsletters, open houses, social media and other means. Parents and caregivers will be asked to review and reinforce with their students.

K-5 students will be expected to have their hands washed every 2-3 hours with soap and water or hand sanitizer if a sink is not available. There are also systems and hygiene practices that are expected to be developed as a part of routine practices that are developed for all students. In grades 6-8, these routines will be discussed and implemented at the beginning of the school year. However, classroom teachers will not schedule breaks every 2-3 hours as it is expected that it is age appropriate that 6-8th graders will wash their hands during hall passing periods and washroom breaks, as well as use hand sanitizer when entering and exiting classrooms and other rooms.

All students PRE-5 will keep their materials in individual containers in their classrooms. Traditional sharing of materials in the classroom will not be allowed. When parents bring their materials to school for their students, students will place their personal materials in each student's personal boxes at their desk. If a personal cubby is available in the classroom or outside of the room, students will not have materials laying outside of their cubby as to avoid having items touching or being intemixed with other students items.

6-8th graders will keep their items in their lockers or in their backpacks. As much as possible, lockers will be spaced apart to help ensure students social distance when in the halls. Writing utensils should be provided by parents and should not be shared between students.

When students may need to share equipment in a small group setting, the materials should be wiped down by students after each use. As much as possible the school will attempt to supply individual kits to students to avoid sharing.

Finally, we will have signs at the front doors, water bottle filling stations, bathrooms and hand sanitizer stations reminding staff and students of the importance of healthy hygiene in the schools. These expectations will not only be available visually but continually be reinforced in the classrooms as well.

### 3. Cleaning

Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

KEYS Grace Academy administrators will continue to meet to review all guidance related to cleaning and disinfecting of the building and to review the building operations recommendations and requirements of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap as changes occur. An inventory has occurred related to all cleaning supplies that are in compliance with the EPA-approved related to COVID. Orders have been made to address increased cleaning protocols and will continue throughout the 2020-2021 school year.

KEYS Grace Academy has purchased Clorox 360® electrostatic cleaning machines for the building, and we have requested additional temporary day custodians in order to support the ongoing cleaning that needs to occur in the building. Cleaning that will be implemented includes the frequently touched surfaces of light switches, doors, benches, bathrooms every four hours with a diluted bleach solution. All library and computer labs' tables and computers, arts and hands on classrooms will be cleaned after every class period with a diluted bleach solution. The use of an EPA approved disinfectant is not mandated for play structures. Therefore, custodial staff will follow the normal cleaning protocols.

All staff will use gloves, surgical face coverings and a face shield when performing all cleaning activities. Additionally, staff will have a face coverings on at all times. Student desks will be cleaned when they change classes. All classrooms will be provided spray bottles with EPA-approved (stored away from students), disinfectant, paper towels, face shield and gloves in order to address new

cleaning protocols. Staff and students will assist in this activity by wiping their desks down with a cleaning wipe and proper PPE. Given the requirement to clean desks between each classroom change, the only way to clean these desks is for students to assist in the process.

All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. Staff and students will wipe down all frequently used materials prior to the next class with EPA-approved disinfectant. Staff and students will wipe down desks everytime students exit the room at the elementary sections or after every period at the secondary level with EPA-approved disinfectant. All classrooms will have the appropriate Regular EPA-approved disinfectant in their rooms. Playground equipment will be cleaned once a day.

Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept in the head custodian room and office to ensure compliance when custodial substitutes are in the building. A check off form will be used and turned into the head custodian on a weekly basis who will monitor and oversee cleaning procedures on a regular basis. Temporary increased custodial staff will be recommended for hiring as financial dollars made available. Custodial staff will walk the building, wiping down all high frequency usage areas every 2 hours throughout the day and following any evening activities in the building.

KEYS Grace Academy will provide training to the entire school district staff on cleaning materials and protocols during professional learning. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials. Additionally, the district will provide COVID-19 training.

#### 4. Athletics

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

KEYS Grace Academy will comply with the MHSAA guidance and follow all protocols that are released and shared. All participants and coaches are screened before they may practice and any equipment that is used must be cleaned and disinfected before and after each use. All participants must confirm that they are physically healthy before they participate.

Participants must bring their own water bottle and it must be clearly marked with their own name. There can be no sharing of equipment. Athletes will be reminded that there cannot be any handshakes at level 4 or level 5 and there should not be any sharing of equipment.

The Academy will still limit physical contact such as fist bumps and other unnecessary contact.

#### 5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

KEYS Grace Academy will engage in ongoing communication and collaborate with the Oakland County Health Division and will follow their guidance regarding any new screening protocols. A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.

In the meantime, all staff are asked to complete the MI Symptoms Checklist from home before they enter school each day. When the checklist test result comes up negative or red, staff are required to call their supervisor, who will in turn follow the Oakland County Health Division's guidance as to the protocol to follow. Positive tests for staff members will result in a required quarantine away from school for 14 days.

Parents will be asked to take temperatures at home and if the student temperature is above 99 degrees they are to keep students at home following the Oakland County Health Division's guidelines. The school district will additionally have temperature readers at the entrance of each school in order to have an additional layer of protection as students enter. These devices will be linked to and tracked by a staff member's phone which will alert them to the above average temperature of the identified student. Students will be evaluated and if the student is displaying any sign as potentially having COVID, they will be sent to the quarantine area where both the staff member and student will be asked to wear the appropriate PPE until a parent arrives to take the student home. Students may not return until they test negative for COVID and the appropriate days as outlined by the Oakland County Health Division have passed.

The Academy will designate a room in the building, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE including gowns, face shields, face coverings, gloves, sanitizing wipes, and log sheets.

The building will have an identified and trained staff person to serve as the "quarantine officer". These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment's notice. From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building. Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing. A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.

If a student tests positive for COVID 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. The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

## 6. Testing

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

KEYS Grace Academy will follow testing protocols as guided by the Oakland County Health Division.

When students become ill, parents and follow-up emergency contacts will be contacted in order to remove a student as soon as possible from the school setting in order to limit the exposure. All staff will follow the same protocol and be escorted off of the school grounds for the safety of staff members and students.

Families will be notified that a student has tested positive while respecting the privacy of the individual student. Additionally, staff and students who came in contact with a person who tested positive should remain in quarantine for 14 days at home.

If possible, rooms will be quarantined after a staff or student tests positive. However, this may not always be possible, in which case, the classroom would undergo thorough sanitization

## 7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

All transportation will make hand sanitizer available for students. All students will be required, as it is medically feasible, to wear face coverings. Face coverings will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item. Signage will be added to each bus to address the use of face coverings of all students and drivers, use of hand sanitizers and cleaning protocols.

Communication will be sent out weekly to families related to the mandatory nature of wearing face coverings on the bus. All staff and students, if medically feasible, must wear it in order to be transported, unless "It is determined on a case by case basis that it is not safe for the bus driver or a student to wear a facial covering."

The buses will be cleaned before and after each run. A Clorox 360® System electrostatic machine will be utilized for sanitization. Bus drivers will be responsible to ensure that seating is wiped down. The other areas of the bus will be wiped down as well. Professional development will be required for all bus drivers related to the changes including the appropriate usage of face coverings and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.

Students who become sick during the day will be required to have their parents drive them home to lower the risk of other students becoming infected.

Students who have 504 or IEP plans will have their plans reviewed to determine if any changes need to be made to meet their individual needs during this time. Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing face coverings.

**C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

KEYS Grace Academy will follow the same policies and procedures in Phase 5 as was in Phase 4.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

KEYS Grace Academy will remain with all of the protocol in place from Phase 4 in Phase 5. The committee feels that this will help support the students in the process and keep staff and students safe.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

KEYS Grace Academy will follow all of the Phase 4 recommendations.

**D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.**

Yes. KEYS Grace Academy plans to exclude distancing desks six feet apart in classrooms as the reading states "class sizes should be kept to the level afforded by necessary spacing requirements." The academy intends on utilizing our square footage to make the learning environment as safe as possible. The spacing of desks should be within reason and will attempt to stay within 2-5 feet whenever possible.

KEYS Grace Academy staff will support students who develop a fever or become ill with COVID-19 symptoms at school. All parties should wear PPE and students will be transported off site by their

parents/guardian. We will rely on the health department to determine if emergency contact is needed, or ambulance if clinically unstable, for off-site testing. It is not likely that a school will contact an ambulance unless it is determined an emergency.

KEYS Grace Academy will seek out and work to enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others and we will modify job responsibilities that limit exposure risk, or allow telework if possible. However, it may not be possible to have jobs from home for all staff, therefore, this may be a highly recommended area that we may not be able to support.

## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: School Board Approval on 8/12/20**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:**

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**  
Plan can be found on the pop-up of the main page of academy website:  
[www.keysacademies.com](http://www.keysacademies.com)

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

**Name of District/PSA/Nonpublic Leader Submitting Plan: Natalie Deeb & Dr. Zena Najor**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:**

**Date Submitted to State Superintendent and State Treasurer:**