



KEYS Grace Academy Mitigation Measures

Mask Wearing

Masks are **required** for all staff and students (except when eating/drinking or during outdoor recess) from Pre k-8th grade. This applies to the school building, office, and buses. If a student arrives without a mask, they will be given a mask to wear as a condition of entry.

Mask wearing will be strictly enforced. Masks should be properly fitting face coverings.

Allowable face coverings include:

- Reusable facial coverings (must be washed daily)
- Disposal masks (must be disposed of daily)
- Gaiters (one-piece neck and face sleeve)
- *Exceptions:*
- *Students who have a documented medical condition must provide written paperwork from a medical doctor*
- *For students unable to tolerate a face mask due to a documented medical condition, a clear face shield or transparent partition will be provided for their own safety as well as the wellbeing of those around them.*
- *The only time an adult does not need to wear a mask is when he or she is working alone in a room or office, or while eating. Face shields may be worn while instruction is taking place or while in meetings when physical distancing can be maintained.*
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Screening Protocols

A screening plan based upon guidelines from the Oakland County Health Department has been established for KEYS. This process must be followed diligently EACH DAY by all who enter the school, students and staff.

•Staff Protocols

- All staff will be required to conduct the health and safety self-assessment at home prior to coming to school.
- upon arrival the Nurse will take employees temperature before entering building. All Staff must wear masks.
 - KEYS Grace Academy building will have one designated entry point.
- Student Protocol

- .Students will have a temperature check upon arrival. If the student has a temperature of 100.4 degrees or higher, they may not attend school and must have a parent or guardian pick them up...

Transportation

Bus drivers, and all students in grades preK-8, if medically feasible, must wear facial coverings while on the bus. All buses will be equipped with hand sanitizing stations and use will be required before entering the bus.

Buses will be cleaned and disinfected after the AM routes and again after PM routes. Windows and doors will remain open during cleaning. High touch areas will be disinfected between runs. Windows will be opened, weather permitting, while bus runs are being made. No outside equipment/items can be brought onto any bus (i.e.: balls, toys etc.).

The seating protocol when entering a bus will be to sanitize their hands, and have on their face covering. Only siblings may sit together.

Buses will be loaded back to front. Buses will be dismissed from front to back.

Arrival

There will be designated doors for students to arrive. Masks must be worn from the exit of a vehicle or once on school property. Students will only be permitted to enter the building starting 15 minutes before the start of the instructional day and they will go straight into the classroom with their belongings to avoid congregating in groups/lines outside. Teachers will then allow students, in small groups, to put their belongings away once they are all in the classrooms. For the health and safety of all, early arrivals will not be permitted.

Breakfast

Breakfast will continue to be available for students and brought to classrooms.

Lunch

There will be three lunch periods of 25 minutes each utilizing physical distancing for example, marking off every other seat, scattering tables, A seating chart for each lunch period will be created. Masks are not required while eating, but must be worn when students are not seated in the cafeteria. Tables will be cleaned by staff between each lunch period.

Students, staff and teachers will wash hands prior to and following lunch. Lunch room staff will wear gloves and wear facial coverings.

Dismissal

Teachers will conduct staggered dismissal to avoid congregating in groups/lines both in the school and outside. *Students are to remain in rooms until dismissal is announced.*

Upon dismissal, students are expected to leave the building as soon as possible. Bus riders will move directly to the bus loop with masks on while maintaining appropriate physical distancing to avoid congregating. Administration, teacher, paraprofessionals and school personnel will assist in the effort to clear the building. Students must wait for their rides outside of the building, weather permitting.

Hallway Traffic Flow

Students will walk on the right hand side when in the hallways; walking in single file lines and using spots on the floor or arm-length spacing as a guide. All students will continue to wear face coverings when in the hall.

Visitors/Volunteers

Per Michigan Safe Start Roadmap guidelines, visitors and volunteers are prohibited unless a student emergency arises, a student needs to be picked up from school, or if they have a pre-arranged meeting such as a student IEP meeting. If items need to be dropped off for a student, schools will utilize a receptacle in the secure vestibule, along with a notepad and pen for parents to note the student's name and class, so that the visitor does not need to enter the school building. Those items will either be delivered by staff or picked up by students from the office.

Cleaning

The district will provide adequate supplies to support healthy hygiene behaviors (soap, hand sanitizer, paper towels, and tissues, in addition to signs reinforcing proper handwashing techniques). Explicit teaching and reinforcement of handwashing with soap and water for at least 20 seconds, proper covering of sneezes and coughs, etc.... will take place.

All classrooms have sinks or hand sanitizer dispensers. Hand sanitizer stations have been placed throughout the school for regular use. Classes will have scheduled breaks with handwashing.

Frequently touched surfaces will undergo cleaning at least every 4 hours by custodial staff (with EPA-approved disinfectant or diluted bleach solution). Student desks will be wiped down after any change in class cohort (with EPA-approved disinfectant) by a staff member, following PPE protocols. Daily, every classroom, bus and high touch areas will be cleaned and sanitized by a member of our custodial staff. In addition, a hospital-grade electrostatic sprayer machine will be used to sanitize the buses and classroom every night or more often as needed.

Locker Use

- Lockers, if used, will only be used at the beginning and at the end of the day. Students, upon entry into the building, will go straight to their lockers, drop off their items, and then go straight to class. Lockers will not be shared at the middle school level.
- Lockers will be assigned to every other locker for social distancing.

Restroom Use

Classroom restrooms will be utilized by students in pre k and kindergarten. . Hallway bathrooms will be utilized by students and will be limited to one student at a time when students go on their own. KEYS will create their own system for signage (ex. Red Stop and Green Go signs)

Physical Distancing

The district will achieve the maximum physical distancing through the following measures:

- Review classrooms available and additional spaces available.
- Desks and tables will face in a single direction whenever feasible and will be spaced out as much as possible to achieve minimally 4.5 feet of distance from head to head, up to 6 ft. as possible if it is an option. If less than 6 feet away from each other, students must face the same direction.
- Large items of furniture will be removed from the classroom to allow for maximum physical distancing.
- A seating chart with assigned seats will be utilized in all classes. The seating chart should be the same in all classes so that the same students are seated near each other in all classes. This would help with any needed contact tracing.
- Carpets can remain in the classroom but circle time will not be utilized until further notice.
- Instructional staff will maintain physical spacing as much as possible and/or maintain a clear Plexiglas barrier between themselves and students, especially when in small group instruction.
- Floor markings will serve as reminders to keep physical space in common areas where lines may naturally form (i.e. - copier/printers machines).

Recess protocols

As weather permits, teachers will take their own students out for a 10-15 minute recess on a staggered outdoor recess schedule in order to limit groups outside and keep students in classroom cohorts. Students do not need to wear masks while outside at recess, but must have them on until they are outside and put back on before they return inside. If recess is indoors social distancing requirements must be met. A schedule will be created at the building level to spread out their individual spaces throughout the week - Example: 5 locations and students can visit each location 1 time per week. Students shall wash or sanitize their hands prior to recess and after recess as they will be touching playground equipment both inside and outside.

Assemblies and Large Gatherings

There will be no school assemblies or field trips while in Phase 4 per state guidelines.

Ventilation

Classroom windows will be open to provide additional ventilation throughout the year whenever appropriate.

Attendance

Attendance procedures return to normal practice as prior to COVID: attendance is mandatory and parents are asked to contact the school if their child will not be present.

Small Group Instruction

Small group instruction may take place. Teachers will utilize a tri-fold Plexiglas barrier when seated at the table with 2 students at the table. Minimally three feet of distance from head to head, up to 6 ft. as possible. Other options for seating can be utilized as designed by classroom teachers, adhering to the same physical distancing guidelines.

Fresh air breaks; mask breaks

As needed. Provide short breaks for students to go outside and take off masks and then return to the room. Teacher uses judgement in terms of a schedule of mask breaks, and goes outside the nearest door for a 3-5 minute break.

Water Bottles/Water Fountains

Water fountains are not in use, they are covered. Students should bring their own water bottle. Water fillers may be used. Water fillers and sinks may be used for students to refill their water bottles during class breaks and PE.

Textbooks & shared resources/ materials

Whenever possible, students will have their own set of materials. If that is not possible, shared material use will be limited and used only where necessary.

Safety drills

The required number of drills remains the same (5 fire drills/3 lockdown drills/2 tornado drill). *At least one fire, lockdown and tornado drill will need to be completed within the first 30 days after the return of students.*

The State required dates remain the same: 3 fire drills before December 1, at least 1 lockdown drill AFTER JANUARY 1, at least 1 tornado drill during the month of March, and *at least one drill (fire, lockdown or tornado) must take place during lunch, recess or a time when a significant number of students are not in a classroom.*

TORNADO DRILLS – Teachers will make sure to point out the tornado shelter area (i.e. "When we have a tornado alarm, this is where we go."). Explain (or have a student demonstrate) the tornado sheltering position:

LOCKDOWN DRILLS – Teachers will follow District training and published instructions. Teachers should avoid huddling students together/spread out and start working on securing/barricading the door and preparing a Plan B if the room is compromised ("this is our alternative exit, every one up and ready to run, if I say run...") Spreading apart should be part of the drill, regardless of COVID.

FIRE DRILLS - Teachers will follow District training and published instructions. During a drill, teachers will space students, arm length away from one another, when moving to and from the outdoor assembly point. Teacher will keep students arm length apart while waiting for the all-clear bell.

Specials areas: (unique considerations)

Physical Education

Physical education will be offered outside, whenever feasible. Masks are not required when PE is outside. Masks must be worn during inside PE. Indoor PE activities will be lower intensity.

Art

Art teachers will utilize a cart and travel to the different classrooms, while students remain within their cohort. Students will use individual supplies during class. If standards of physical distancing are met Art is permitted to take place in the Art room.

Chromebooks/Mobile Devices

If a student received a Chromebook from the school, he/she should bring that device to school for use each day. Students who do not bring a school-provided device or their personal device from home will be provided a device at school, where needed.

Chromebooks, laptops, mobile devices, keyboards, mouse, and other similar technology devices will be disinfected whenever shared from one student to another. Disinfect with an EPA-approved disinfectant. Never spray liquid directly onto a device. Either spray a cloth and use or use a disinfectant wipe.

COVID Case Specific Procedures

Wellness rooms/Sick students during day

The Wellness Room is a designated space for students who experience positive COVID-19 symptoms during school. It is recommended that students be monitored while they are in the Wellness Room. Anyone monitoring ill students should wear a mask and gloves. Add gowns if increased secretions, vomiting, or other bodily fluid contact are likely.

- The school has a designated space available.
- PPE is required
- Parent/guardian will be required to pick up their student immediately.
- The Wellness Room will be sanitized and disinfected following cleaning protocols.
- Only select personnel will know the identity of the individual with COVID-19. The identity of the case is otherwise kept confidential, following Family Educational Rights and Privacy Act (FERPA) (for schools) and Health Insurance Portability and Accountability Act (HIPAA) regulations.

- Parents/guardians will be provided with an information sheet outlining the requirements to return to school.

If a sick student has been isolated in your Wellness Room, clean and disinfect surfaces in your area after the sick student has gone home:

- Open outside doors and windows to increase fresh air circulation in the areas.
- Clean and disinfect all areas used by the ill person, such as offices, bathrooms, and common areas.
- **Wellness form log** ,this form will be completed by the person supervising the Wellness Room.

Only select personnel will know the identity of the individual with COVID-19. The identity of the case is otherwise kept confidential, following Family Educational Rights and Privacy Act (FERPA) (for schools) and HIPAA (local health departments) regulations. This information should not be discussed or shared with others.

Notification/Process after COVID positive student/staff

Building Administration will notify the School Nurse of a case involving a staff member or student. Administration and Staff will be provided with a letter that specifies a positive COVID case in a school. Parents will be notified of a positive case in the school by the school administration. Staff and parents/guardians of students who have been reported to be in close contact with a positive case will be notified individually by building staff.

Oakland County Health Department scenarios for suspected or confirmed cases which are required to be followed by all local school districts:

#1. A student/staff member within the school is confirmed to have COVID-19: The student/staff member are immediately excluded from school until 10 days since symptoms first appeared; AND at least 24 hours with no fever (less than 100.4F) without the use of fever-reducing medication AND symptoms have improved. Classmates and teachers who have been within 6 feet of the person for at least 15 minutes of the confirmed cases are excluded for 14 days after their last date of close contact with the positive case.

#2. A student/staff member within the school is symptomatic and pending COVID-19 test results: The student/staff member is excluded from school while awaiting test results. The student/staff person must be excluded from school until: They obtain a negative test result; AND they are symptom-free for 24 hours without the use of medications prior to returning to school. Classmates and teachers of the pending cases should be monitored for symptoms while waiting for test results. If symptoms develop they should call their medical provider to be tested for COVID-19. These individuals are not excluded from school at this point. A student/staff member who is symptomatic but refused to be tested is considered to have had a positive test result (see #1).

#3. A student/staff member within the school is identified as a "close contact" to a confirmed COVID-19 case: The student/staff member is immediately excluded from school until: 14 days since the last date of exposure to a person who tested positive. Classmates and teachers of the quarantined student/staff may continue to attend school and should monitor for symptoms. If symptoms develop, they are instructed to call a medical provider and get tested for COVID-19 and follow the guidance under #2.

#4. Household member of a student/staff member within the school has been confirmed to have COVID-19: The student/staff member who lives in the same house as a COVID-19 positive person is excluded from school and will self-quarantined until: 14 days have passed after the last date of close contact with the household member.

#5. Household member of a student/staff member within the school is both symptomatic and is a "close contact" of a COVID-19 positive case and is pending test: Students/staff members who live in the same household of a household member who is both symptomatic, and is a close contact of a COVID-19 positive case and that household member is waiting on COVID-19 test results is excluded from school. If the household member is positive follow #4. If the household member is negative, students can return to school.

#6. Household member of a student/staff member within the school is a "close contact" to a known positive COVID-19 case: Students can remain in school and are monitored for COVID-19 symptoms. If COVID-19 symptoms develop in the household member, they are instructed to call a medical provider and get tested for COVID-19 and must be excluded from school and treated as in #5 pending results.