



COVID-19 Preparedness and Response Plan

Name of District: Washtenaw Intermediate School District

Address of District: 1819 S. Wagner Road, P.O. Box 1406, Ann Arbor, MI 48106-1406

District Code Number: 81000

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Name of Intermediate School District: Washtenaw ISD

Name of Authorizing Body (if applicable): N/A

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COVID-19 Preparedness and Response Plan

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Preparedness Plan Introduction

All workplaces in Michigan are required to develop and implement a written COVID-19 Preparedness and Response Plan. The purpose of this plan is to minimize or eliminate student and employee exposure to SARS-CoV-2.

Washtenaw ISDs previous Plan was developed to be in compliance with Governor Whitmer's now-rescinded Executive Order 2020-142 and subsequently with the MIOSHA Emergency Rules for COVID-19. The previous Plan was also developed in cooperation and guidance from the Washtenaw County Health Department.

In February 2021, the State of Michigan issued its Guidelines for Operating Schools Safely. This document states that:

Schools are strongly encouraged to provide as much in-person learning as is feasible, especially for young learners (PK5), economically disadvantaged learners, learners with special education needs, and English language learners. The goal should be to reach at least half-time for all students. Nevertheless, we recognize that schools may still need to close if they are experiencing an uncontrolled outbreak, or if they are unable to operate due to quarantined staff. And if cases again rise precipitously, schools may be subject to closure orders from state or local health departments. Unless subject to a closure order, school reopening and closing decisions will ultimately be made by local school districts.

This updated Plan has been developed taking these Guidelines into account along with the MIOSHA Emergency Rules for COVID-19.

On May 15, 2021, the Center for Disease Control (CDC) issued guidance titled Operational Strategy for K-12 Schools through Phased Prevention, which recommends schools continue to use the current COVID-19 prevention strategies for the 2020-2021 school year. This Plan will remain in effect until further guidance is provided by the CDC, MIOSHA and/or the Washtenaw County Health Department.

Washtenaw ISD would like to sincerely thank all our students, families, staff, union leaders, Parent Advisory Committee (PAC) members, administrators, and Board of Education Trustees for sharing their expertise and experiences and for collaborating on our district's COVID-19 Preparedness and Response Plan.

Preparedness Plan

This document is the District's Plan that all employees must review and be familiar with the safety measures for working onsite outlined within. The Plan will be made available to employees, union leadership, internal and external stakeholders, and customers on the District website at www.washtenawisd.org.

The MIOSHA Emergency Rules have general safeguards applicable for all workplaces and specific safeguards for certain industries. The Administration has read these emergency rules carefully, developed the safeguards appropriate to Washtenaw ISD based on its type of business or operation, and has incorporated those safeguards into this COVID-19 Preparedness and Response Plan.

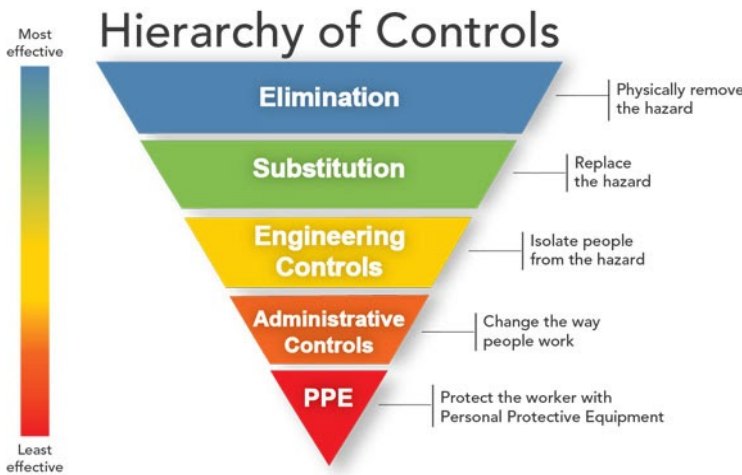
Washtenaw ISD has designated one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed in this plan. The worksite supervisor(s) are identified in Appendix A of this Plan. The supervisor will remain on-site at all times when employees are present on site. If the supervisor must leave the site, they must identify an alternate supervisor. An on-site employee may be designated to perform the supervisory role.

School districts are also required to adopt a Continuity of Learning Plan and an Extended COVID-19 Learning Plan; here are the links for the districts [Continuity of Learning](#) plans, including the [Early Childhood Addendum](#).

Best Practices for Moving Forward Safely

Exposure Determination

We are not returning to normal; we are returning to a new normal. To help employers determine appropriate precautions for the workplace, the Occupational Safety and Health Administration (“OSHA”) created an Occupational Risk pyramid that divides jobs into four (4) exposure risk levels: Very High, High, Medium, and Low.



Very High Risk jobs include those with high potential for exposure to known or suspected sources of COVID-19 during specific procedures (e.g. Healthcare, Laboratory, or Morgue employees).

High Risk jobs include those with high potential for exposure to known or suspected sources of COVID-19 (e.g. Healthcare, Medical transport, or Morgue employees).

Medium Risk jobs include those that require frequent or close contact (e.g.

within six feet) with people who may be infected with SARS-CoV-2 virus, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (e.g. schools, high population-density work environments, high-volume and retail settings).

Low risk jobs do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 virus nor frequent close contact (e.g. within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

The WISD is required to identify risk levels for each position (likely Low or Medium) and use preventive measures commensurate with the risk level. Controlling exposures to occupational hazards is the fundamental method of protecting workers. The Center for Disease Control (CDC) has identified the following representation, prepared by the National Institute for OSHA, as the way to identify controls to protect our valued employees.

The idea behind this hierarchy representation is that the control methods at the top of the graphic are potentially more effective and protective than those at the bottom. Traditionally, a hierarchy of controls has been used as a means of determining how to implement feasible and effective control solutions. Following this hierarchy normally leads to the implementation of inherently safer systems, where the risk of illness or injury has been substantially reduced.

Washtenaw ISD has reviewed the positions within the organization and has identified the risk level for each position. Each department within the organization has developed a work plan to achieve the

controls identified in the following section as well as identified the risk level determination for the positions within that department; please see Appendix A.

Controlling Exposure in the Workplace

Using the OSHA Occupational Risk pyramid and the MIOSHA Emergency Rules, Washtenaw ISD has identified the following controls as primary methods to control exposure.

1. ELIMINATION (Physically remove hazard)

- Building Access
 - Staff/Contractor access
 - Limited
 - Public access
 - Essential Visitors
 - Nonessential visitors - Scheduled meetings will resume at the Teaching and Learning Center with adherence to the protocols listed below
- Vaccinated staff

2. SUBSTITUTION (Replace the Hazard)

- Not applicable for COVID-19

3. ENGINEERING CONTROLS (Isolate people from the hazard)

- Barriers or partitions to separate employees from public/building occupants
 - Plexiglass screens, sneeze guards, theater ropes, hazard warning tape, etc.
- Barriers to separate students from each other in select situations
- Hands-free trash receptacles (and other similar equipment)
- Sanitation
 - Disinfection procedures for facilities, shared equipment and spaces, work area, doorknobs and personal electronics.
 - Frequent disinfection
 - EPA-Registered Disinfectants
 - Protocols for using shared machinery (e.g. copy machine, fingerprint machine, etc.)

4. ADMINISTRATIVE CONTROLS (Change the way people work)

- Position Risk Assessment
 - Remote work, limited, or staggered in-person work as determined by the person's supervisor. See Appendix C for information on Working from Home Guidelines.
- Staggering Arrivals Daily Employee symptom questionnaire (attesting to symptoms and contacts)
- Physical distancing procedures to help people to stay six (6) feet away from each other
 - Floor markings/barriers
- Employee health monitoring
 - Employees encouraged/required to stay home when sick (dependent upon symptoms)
- Signage to communicate social distancing, cough and sneeze etiquette, proper hand hygiene and control, and other critical procedures.
- Train employees on safety protocols

- Intake Procedure for Visitors/Public granted access
- Guidelines for delivery areas
- Restrictions on business travel (referenced below)
- Restrictions on in-person meeting size
- HR Fingerprint Office - Appointment only
- Restrictions on non-essential close contact (e.g. employee lounge, copy room, bathroom)
- Hygiene
 - Cough and Sneeze Etiquette Procedure
 - Proper Hand Hygiene and Control Procedure
 - Discouraging handshaking, hugging, touching
 - Avoid touching eyes, nose, mouth
- Contact tracing of employee at work
 - Notification protocols of exposure (HR, government authorities)
 - Facility cleaning procedure
 - Quarantine and return-to-work guidelines

5. PERSONAL PROTECTIVE EQUIPMENT (Protect the worker)

- Masks are generally required in classrooms and shared spaces, and whenever six-feet of separation cannot be maintained while at your workspace. (Please note that this may not be viable for all staff due to individual concerns including health or communication challenges).
- Hand sanitizer at all entries
- Gloves provided as necessary
- Specialty PPE is available to positions identified by their supervisor including face shields, gowns, KN95 masks, and/or N95 masks

6. HEALTH SURVEILLANCE

- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through Script that they are safe to work. This form will include a daily temperature check. QR codes to access the health screener will also be available at the entrances to WISD facilities.
- The legal point of contact for students will check and monitor children's temperature and COVID-19 symptoms on a daily basis.

7. TRAINING

- The WISD shall provide COVID-19 training to employees that covers the following:
 - Workplace infection-control practices;
 - The proper use of personal protective equipment (e.g. masks, gloves, etc.);
 - Steps the employee must take to notify the District of any symptoms of COVID-19, suspected diagnosis of COVID-19, or confirmed diagnosis of COVID-19;
 - How to report unsafe working conditions.
 - Steps the employee must take to notify HR if he/she wants to apply for work accommodations (medical or otherwise). See Appendix D for the form for a request for work accommodations.

Please see the following section on In-Person Student Instruction and Support Services for more detail on these controls/steps to limit exposure.

In-Person Student Instruction and Support Services

Washtenaw ISD could be conducting in-person student instruction and home visiting at varying levels, including individualized instruction, cohorting, hybrid learning, or full in-person instruction. The support services operations always require at least some level of in-person staffing, and could include only essential work being in-person, staggered staffing or cohorting, full staffing in some departments but not all, or full in-person operations. In addition, the Teaching and Learning Center could be open to the public at limited capacity (due to physical distancing requirements).

Given the CDC recommendation for schools to continue their operations as they did during the 2020-21 school year, and the various reasons some staff and students may not have been vaccinated, our protocols should be viewed from the perspective that everyone has not been vaccinated.

If any in-person student instruction, home visiting, or support service is being conducted, the following protocols will be required:

Protocols: Face Coverings

- For all staff, visitors, and children, per the MDHHS December 18th Epidemic Order, face masks (as defined by MDHHS) must always be worn indoors by all staff and students (ages 2-26) in classrooms and shared spaces, except for during meals and in other limited circumstances (see Exemption below).
 - Children and staff may bring their own (multi-layered) cloth facial mask or a disposable mask will be supplied on site. Face masks may be made of cloth material (multi-layered) or they may be disposable surgical or KN95 masks.
 - Staff at their workspace who cannot maintain six-feet of distance between each other and do not have a physical barrier between them must also wear a face covering.
- WISD will provide non-medical grade face coverings to all employees required to be in a WISD building. Face coverings will be made available in the lobby of the TLC or the main office at other WISD facilities; these are available to visitors who do not bring their own face covering as well. The utilization of a face covering is mandatory (see Exemption below) for any individual who enters a WISD facility.
- Staff will utilize the Warehouse Request system to request additional face coverings (and other PPE). Staff should inventory and monitor their PPE at the end of each day to ensure there will be enough available for the next day. The office staff and program supervisors will work with District Custodial and Facilities Staff to acquire needed supplies. Staff will notify the department or program office as soon as possible, if they run out of any supplies during the school day.
- WISD will provide N95 masks, disposable gowns, and face shields for staff who are performing medical care that include aerosol-generating procedures.
- Masks should fit snug with no gaps and worn over the nose and mouth at all times.
 - **Exemption** - Staff who have a medical exemption (not to wear a mask) will need to notify the district HR representative to provide rationale and documentation.
 - If a mask cannot be worn by a staff member, a face shield should be considered with HR approval and will be supplied by WISD
 - Any staff member, student, or visitor that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
 - Early on/early intervention, prekindergarten-5, and all special education teachers, may be provided a clear mask from the District upon request, if available.
- District administration will communicate the requirements around facial coverings to staff:
 - Posting signage throughout the building
 - Cloth facial coverings are to be washed daily.
 - Disposable surgical facial coverings are to be disposed of daily.

- District administration will communicate the requirements around facial coverings to students and their legal point of contact:
 - Posting signage throughout the building
 - Emailing legal points of contact that cloth facial coverings are required to be washed daily.
 - Emailing students and legal points of contact that students may bring their own multi-layered cloth mask or a disposable mask will be supplied on site.
 - Disposable surgical facial coverings are to be disposed of daily.
 - Emailing legal points of contact that students that are incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering
- All students age 2 and up are required to wear facial coverings when indoors.
 - WISD will not require children younger than 2 to wear facial coverings.
 - Students who have medical exemption other than the ones already named in this guidance will need to notify the school nurse, program supervisor, or classroom teacher to provide documentation.

Protocols: Hygiene

- According to the CDC, spread from person-to-person is most likely from close contact with another person. Person-to-person spread is thought to occur mainly via respiratory droplets, produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but the risk is generally considered to be low. For all workers, regardless of specific exposure risks, it is always a good practice to:
 - Avoid touching your eyes, nose, or mouth;
 - Frequently wash your hands with soap and water for at least 20 -30 seconds;
 - When soap and running water are unavailable, use an alcohol-based hand sanitizer made with at least 60% alcohol;
 - Always wash hands that are visibly soiled;
 - Cover your cough and sneeze with a tissue, throw the tissue in the trash, and wash your hands or apply hand sanitizer. If a tissue is not available, sneeze into the crook of your clothed elbow;
 - Avoid close contact with people who are sick and do not report to work if you are sick;
 - Wear a cloth face covering when in public/shared places, or in close proximity to other people;
 - As stated above, report symptoms or exposure to potential/confirmed COVID-19 infected persons to your supervisor and Human Resources as soon as possible.
- The District and Operations Director will procure adequate supplies including posters, signage, soap, paper towels, trash receptacles and hand sanitizer with at least 60% alcohol for use by staff and students.
- Gloves will be available and provided on an as-need basis. If an employee does not have a need to wear gloves based on the District's position risk assessment, gloves are not recommended for general use in a typical office setting to protect employees from exposure. Using gloves may give employees a false sense of security and lead to greater fomite (droplet) transmission when used for prolonged periods of time. Employees should instead follow guidance on proper hand hygiene and avoid touching their eyes, nose and mouth.

- Gloves are recommended when using disinfectant for cleaning in accordance with the manufacturer's instruction on the Safety Data Sheet; gloves will be provided for this purpose.
- Evening custodial staff will be responsible for checking and re-stocking any low or empty supplies except for loose bottles of hand sanitizer and gloves. Staff will utilize the Warehouse Request system to request additional loose hand sanitizer bottles and gloves.
- Teachers or staff will notify the department or program office as soon as possible, if they run out of any supplies during the school day. The office staff and program supervisors will work with District Custodial and Facilities Staff to acquire needed supplies.
- Teacher, classroom staff, or school nurse will teach the following to students and reinforce regularly:
 - Proper handwashing;
 - How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash.
- District will provide signs to remind students of handwashing stations.
- Students and teachers must have scheduled handwashing with soap frequently during the day.
- Teachers will provide students with their own labeled storage. Cubbies or containers have been purchased by WISD.
- WISD will limit the use of classroom materials to small groups and will disinfect any shared materials between use.
- WISD will provide handwashing and/or hand sanitizing stations to all classrooms and/or throughout buildings.

Protocols: Spacing, Movement & Access

- Building/facility leaders and custodial staff have analyzed each building to assess the number of desks, tables and the capacity to physically distance with existing student enrollment, staffing, room occupants, and furniture to attempt to maintain a six-foot distance.
- Building/facility leaders and custodial staff have employed various furniture options (tables, chairs, etc.) in classrooms and meeting rooms to provide safe social distancing. Additional necessary resources should be explored with other locations or recommended for purchase.
- Building/facility leaders have installed barriers/partitions for additional risk mitigation in certain circumstances.
- Building/facility leaders and custodial staff have moved needed furniture items from one building to another, when necessary
- If the classroom or meeting room capacity exceeds the spacing, staff will need to consider alternative scheduling options.
- Cohorting: If feasible, schools should divide students and teachers into distinct groups that stay together throughout an entire school day during in-person classroom instruction. Schools should limit mixing between groups such that there is minimal or no interaction between cohorts. This may include rotational or reduced onsite schedules
- Desks will be arranged facing the same direction when/where possible based on building capacity and student's physical, medical and behavioral needs.
- Staff, contractors, and visitors will maintain six-feet distancing from students and other adults when/where possible based on building capacity and student's physical, medical

and behavioral needs.

- In locations with panic bar exits, the entrance shall remain locked during operating hours. At all locations:
 - All outside visitors will be required to make a scheduled appointment to visit the program/building and will be subject to screening, sanitizing, facial masks etc. for staff and student safety.
 - Notification of this procedure and need for appointment will be sent to families and will be posted at the designated entrance doors.
- Signage and markers will be posted throughout the buildings and on restroom doors reminding students, staff, and guests of the physical distance requirement of six (6) feet in public/shared spaces.
- Guests will be screened based on the recommendations of the Washtenaw County Health Department and our Washtenaw County ISD Preparedness and Response Plan. All outside visitors will be required to make a scheduled appointment and will be subject to screening, sanitizing, facial masks, six-foot social distancing, etc. for staff and student safety.
- The building/program staff should try to cohort groups of students to isolated hallways or areas that can be monitored, when and where possible based on building capacity and student's physical, medical and behavioral needs.
- Supervisors of home-based services will plan for transitioning of in-person services when appropriate, based upon the child and family's needs. In-person services will take place in community-settings and in outdoor settings, where six-foot social distancing can be maintained.
- Program supervisors will evaluate the ability to implement "specials" (like art, music, and library) being brought to the classrooms instead of having students move to different locations within their building and program to determine if maintenance of six-foot spacing between students can occur during specials in the classroom.
- Program supervisors and school staff will collaborate with transportation, families, food service, facilities, technology and community partners etc. to create a staggered schedule for student attendance to maintain safety protocols in all environments (early childhood, preK-12 programming, young adults).
- School staff and students will maintain six-foot distance in hallways and common areas when/where possible based on building capacity and student's physical, medical and behavioral needs. Non-school staff/students will be directed to the main office at larger building locations or to the teacher at single-classroom locations for any school-related business or need.
- School staff will monitor arrival and dismissal when/where possible based on building capacity and student's physical, medical and behavioral needs.
- Physical education will be held outside when/where possible based on available space/resources, appropriate level of staffing and student's physical, medical and behavioral needs.
- Staff are encouraged to hold meetings virtually whenever practicable. Efforts should be toward using technology tools such as video conference, email and phone as much as possible. Meeting rooms, and common spaces, including the Events Services Center, are open to internal and external use by reservation through Event Services. The protocols in this section regarding Spacing, Movement and Access, as well as the other protocols listed in this document, including those related to screening, face coverings, hygiene, and cleaning, must be followed for any meetings or training sessions held. Meetings must end on time, allowing the Facilities team to clean and disinfect before any future use of the space occurs.
- Break areas and staff lounges should only be used when necessary, and should be set up to allow for physical distancing of six feet. Proper hand/body hygiene should be used when in a break area or lounge, including when accessing shared coffee, refrigerator, etc.

- In copy rooms and other common areas, staff should continue to remain masked and practice physical distancing.
- Facilities/communications worked with program supervisors and classroom staff to post these visual markers/indicators. Hallways, cafeteria, entry, and sidewalks (common spaces) will be marked in six-foot increments and travel patterns.
- Facilities/communications worked with program supervisors and classroom staff to determine the feasibility of separate entrance/exits and post these visual markers/indicators where this is safe and appropriate for program security

Protocols: Cleaning

- District Level Administrators and Building Operations met to review all guidance related to cleaning and disinfecting of buildings and to review the Safety Protocols and Surfaces sections of the State of Michigan Guidelines for Operating Schools Safely, the Center for Disease Control guidelines for cleaning and disinfection, and the MIOSHA Emergency Rules to align protocols and procedures with the requirements and recommendations.
- Each building custodial individual or team and administrator toured their building and identified areas that might need additional cleaning procedures throughout the building. A scope of work for custodial staff has been developed based on these reviews.
- Staff and students will practice good hand hygiene and wash their hands as they enter the classroom when they enter each facility. All frequently touched surfaces will be cleaned by staff at least every four hours.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be cleaned and disinfected between each use and at the end of the day, following the instructions for the use of the products.
- Technology devices (i.e. student computers/keyboards/touch screens/touch stylus) shall be disinfected after each use. Technology device covers will be provided for shared units and those will be disinfected between each use. Alcohol wipes will be provided for this cleaning process.
- The use of the pool at High Point will be limited to ensure proper physical distancing. A plan of use shall be documented and approved by the High Point Supervisor.
- When groups of students are in attendance, they will be assigned a table/desk/workstation to reduce cross contamination.
- Provide List N disinfectant wipes to classroom staff to wipe down desks, tables, keyboards, manipulatives, or other shared supplies. If List N wipes are not available, provide a List N disinfectant spray to classroom staff and train on proper disinfecting procedures, chemical storage, etc. as mentioned below. Provide sanitizing wipes also if List N wipes are not available.
- Outdoor playground equipment will be cleaned daily by the custodial team. If staff know they will be utilizing public play equipment, they should attempt to bring disinfecting wipes with them; at a minimum, they should bring an adequate supply of hand sanitizer to be used before and after the use of the equipment.
- Training for operations staff on cleaning materials and protocols has been provided and will be repeated prior to any on-site instruction. This training includes the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.
- A training on cleaning materials and protocols will be provided to the classroom staff at a meeting prior to school resuming in-person. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

Protocols: Athletics, Physical Education & OT/PT

- *Note: District and students do not participate in Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).*
- All OT/PT equipment must be disinfected before and after each use.
- Classes that involve physical contact among participants, high degree of exhalation or physical exertion indoors, or where masks can not be worn, should not be conducted at this time.
- Activities that can be modified to allow social distancing or that require minimal physical contact can continue. Where an ISD student is incapable of wearing a mask, classes involving physical exertion should be held outdoors if possible. If such a class is held indoors, the class will be done only with small, six-foot (at least) physically-distanced groups.

Protocols: Food Service, Gatherings & Extracurricular Activities

- WISD programs will eat meals in areas where six feet of social distancing is possible.
- Outdoor areas could be used for students to eat meals at school where six feet of social distancing is possible.
- Staff assisting with feeding are required to wear gloves and facial coverings.
- Serving and cafeteria staff should use barrier protection including gloves, and surgical masks.
- If possible, school-supplied meals should be delivered to classrooms with disposable eating (for those students that can use it) and serving utensils.
- Indoor assemblies that bring together students from more than one classroom should be limited; when an assembly does occur, a classroom cohort must maintain six-foot physical distance from another classroom cohort.
- When leaving a self-contained area, students, teachers and staff will use hand sanitizer, and hand washing as possible. They will repeat the process upon return to the self-contained area. Staff and students will utilize the protocol for student handwashing or hand sanitizing as detailed in the Hygiene section.
- Community-based instructional experiences will be evaluated for each student by each program and supervisor for necessity and safety. This will include consideration of, at a minimum, the overall health of the student, the student's IEP goals and objectives, the ability of the student to wear a mask and follow other protocols, and the student's vaccination status (if known). If leaving a school building, use of PPE (if required due to not being able to maintain six-feet physical distancing), hygiene and physical distancing protocols will be enforced.
- WISD will require the use of PPE, handwashing and physical distancing with any extracurricular activities.
- Programs need to review eating areas and protocols and ensure they align with planned operations both cleaning and movement plans.

Protocols: Screening & Testing of Students, Staff & Guests

Staff accessing any WISD facility shall follow the Building Access Protocol (see Appendix B).

Schools should designate a staff person, preferably a school nurse to be responsible for responding to all COVID-19 concerns. In the event that the nurse is not immediately available, inquiring individuals can consult with the program supervisor or program case manager who will then consult with the school nurse.

Each program will have an identified and trained team of staff who will serve as the “quarantine response team”. Their duties in an emergency will take precedence over any other responsibilities and therefore these individuals must have the flexibility to leave their regular assignment at a moment’s notice (one at a time or as many needed on a case-by-case scenario). All programs as well have an area designated by the program supervisor outfitted with appropriate PPE which includes but not limited to protective gowns, face shields, surgical or KN95 mask, gloves, hand and sanitizing wipes, and log sheets.

Children and staff who become ill with symptoms of COVID-19 will be placed in an identified quarantine area where social distancing can be maintained in an isolated area. Surgical masks will be placed on all ill individuals, except for children who are under 2 years old and children/staff with special needs or with specified medical conditions where a mask cannot be worn. From the time of identification of potential infection, each individual will be placed in the identified quarantined space until they are picked up. Identified quarantine response team member(s) will wear proper PPE equipment (surgical or KN95 mask, face shield, gloves, gown) when caring for the ill individuals. The quarantine response team member will document use of the quarantine area on a log sheet, including the student’s name, symptoms, and caregiver contact; changes in symptoms should also be noted.

A designated person (office staff/designee) will contact parent/guardian/emergency contact of the ill individual immediately with clear and concise directions on where and how to pick up the ill individual; with instructions on where to report for testing. Daily contact with the ill individual's point of contact will be made after removal until medical clearance documentation is provided indicating the individual can return.

During the time of quarantine, the student/staff (on behalf of the student) will be asked to self-identify the location and individuals they came into contact with in the school setting 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 an accumulated 15 minutes or more less than six (6) ft of proximity to the ill individual.

If a student/staff member has been laboratory positive or clinically diagnosed with COVID-19, a designated person will immediately notify via note/text/email and phone call the legal point of contact and other staff in the classroom/workspace of potential exposure following WCHD guidelines. Notify transportation to suspend/resume pick up of students until cleared to return. Staff or students should continue to self-isolate until they have been medically released.

- *At this time, diagnostic (vs screening) testing of all students or staff members in the class is not recommended.* Only those that develop symptoms require testing for COVID-19. CDC and WCHD guidelines should be consulted and followed.

The health department will be contacted after parents have been notified for a confirmed case of COVID-19 to assist in contact tracing and notification of vulnerable individuals (Per CDC recommendations).

All school staff and contractors will be required to conduct a health safety self-assessment prior to entering the workplace and verifying through Script that they are safe to work. This form will include a self-assessment of symptoms as identified by the Washtenaw County Health Department and questions regarding suspected or confirmed exposure to people with possible COVID-19. Staff and contractors will also be required to sign in on an onsite log upon arrival to the workplace.

The legal point of contact for students will be notified of the recommendation to check and monitor children’s temperature and COVID-19 symptoms on a daily basis.

Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this

to the school through the screener and the absences reported. Staff will also report to their direct Supervisor and Human Resources. Human Resources will work with staff to understand the possibility of remote work or the types of leave that may be applicable based on the facts, law, policy, and CBAs. Please see Appendix C for information on Working from Home Guidelines.

If a staff member has had close contact with anyone who tested positive for COVID-19 (includes being closer than 6 feet for 15 cumulative minutes or more, or positive household members), they should complete the health screening tool and immediately contact the Human Resources & Legal Department so your necessity to quarantine can be determined.

If the Teaching and Learning Center or other WISD facilities are open to visitors, visitors will still be directed to complete the screening tool prior to entry. Visitors will also be directed to sign in on a visitor log upon entering the building or upon entering the room in which their meeting is being held. The log will include a statement certifying that they have completed the screening tool and that they received a green Pass to enter the building. Visitors who refuse to sign the log sheet will be asked to leave.

This plan will be reviewed periodically with the District Pandemic Response Team.

Protocols: Responding to Positive Tests

If an employee, contractor, visitor or student has a confirmed positive case of COVID-19:

1. The Superintendent and Executive Director of Human Resources & Legal Services shall be notified when a WISD employee, contractor, visitor or student is identified as having a confirmed case of COVID-19.
2. Upon notification, the HR & Legal Department will notify the Washtenaw County Health Department ("WCHD").
 - a. The individual will be advised to notify the health department in the county in which he/she resides.
3. The HR & Legal Department will contact the individual to obtain a list of staff/contractors, students, and families (if applicable) that the person has been in close contact with from two (2) days before he/she showed symptoms to the time that he/she was last present at the WISD building/program.
 - a. Close contact is defined as contact for a cumulative period of 15 minutes or more, less than six (6) ft of an individual without a mask.
 - b. Individuals must provide details regarding each contact. (e.g. Where did each contact occur? When did each contact occur and for what duration?)
4. Within 24 hours of being provided the above referenced list, the HR & Legal Department shall notify all staff/contractors, students, and families who may have come into contact with the employee (with the confirmed case of COVID-19).
5. The HR & Legal Department and/or Communications shall notify ALL employees if a confirmed case of COVID-19 has visited their building or program.

Staff, Contractors and Visitors

1. Before entering a WISD building/program, every employee, contractor, and visitor will be subject to a screening protocol. The protocol includes a questionnaire covering whether

the employee has symptoms as specified by CDC guidance, whether the employee has been in close contact with individuals who have tested positive for COVID 19, and whether the employee has been in close contact with individuals who have symptoms of COVID-19.

2. If an employee, contractor, or visitor is exhibiting COVID-19 symptoms prior to coming to building/program, he/she will be directed to do the following:
 - a. Report it on the screener;
 - b. Stay home/self-quarantine;
 - c. If employee, contact Program Supervisor and HR. (If contractor/visitor, notify the WISD point of contact);
 - d. Contact healthcare provider and follow the recommendations; and
 - e. Contact the Program Supervisor and HR to report the outcome of the healthcare provider recommendation, discuss leave options, whether telework is appropriate (on a case-by-case basis) and plan for safe return to onsite work.
3. In the event a healthcare provider recommends and or conducts a COVID-19 test due to the employee presenting with symptoms, the employee will be directed to:
 - a. Stay home/self-quarantine pending test results
 - b. Contact his/her Program Supervisor and HR to notify them of the recommendation and possibility of a positive test. (If a contractor/visitor, notify the WISD point of contact). A determination shall be made on a case-by-case basis if telework is appropriate, discuss leave options, and plan for a safe return to onsite work.
 - c. The employee, contractor, or visitor will be asked to produce a written list of WISD employees, students and parents that they came into close contact with from two (2) days before the test was conducted. (Notification to 'close contacts' will only occur if there is a confirmed case).
4. In the event of a positive COVID-19 test, the employee will be asked to:
 - a. Stay home/self-quarantine for a minimum of 14 days;
 - b. Contact his/her Program Supervisor and HR to notify them of the positive test result. (If contractor/visitor, notify WISD point of contact);
 - c. Notify the health department in the county in which the person resides and notify the WCHD.
 - d. Maintain communications with Program Supervisor and HR regarding symptoms and release to return to work.
 - e. HR will notify Operations/Facilities of the need to clean and disinfect affected areas.
5. Upon notification of a positive COVID-19 test, the HR & Legal Department will notify the WCHD of the confirmed case of COVID-19.
 - a. Next steps are outlined in the section above.

Students:

1. Before entering a WISD building/program, every legal point of contact of a student (or student, if 18 and older) will be encouraged to complete a screening protocol. The protocol includes a questionnaire covering whether the student has symptoms as specified by CDC guidance, whether the student has been in close contact with individuals who have tested positive for COVID-19, whether the student has been in close contact with individuals who have symptoms of COVID-19, and the student's temperature check.
2. If a student is exhibiting COVID-19 symptoms prior to coming to school, the parent/guardian/caretaker of the student (or student, if 18 and older) will be asked to:
 - a. Contact a healthcare provider and follow his/her recommendations; and
 - b. Contact the Program Supervisor to report the outcome of the healthcare provider's recommendation and develop a plan for a safe return to

school/programming.

3. In the event a healthcare provider recommends and or conducts a COVID-19 test due to the child presenting with symptoms of COVID-19, the legal point of contact (or student, if 18 and older) will be directed to:

- a. Keep the student at home pending the test results;
- b. Contact the Program Supervisor to notify him/her of the healthcare provider recommendation and possibility of a positive test; and
- c. Produce a list of WISD employees, students and parents that they have come into contact with over the two days prior to the test being conducted.

4. In the event of a positive COVID-19 test for a student, the legal point of contact of the child (of student, if 18 and older) will be directed to:

- a. Keep the student at home/self-quarantine;
- b. Contact the Program Supervisor to notify him/her of the positive test result; and
- c. Produce a list of WISD employees, students and parents they have come into contact with over the two days prior to the test being conducted.

5. The Program Supervisor will notify the Superintendent and HR & Legal Department. a. HR will notify the WCHD of the confirmed case.

- b. Next steps are outlined in the section above.

Upon notification of a positive COVID-19 test, the HR & Legal Department will notify the WCHD of the confirmed case of COVID-19.

Staff will be provided annual training via Safeschools modules.

Employees with a confirmed case of COVID-19 will be asked to:

- a. Stay home/self-quarantine for a minimum of 14 days;
- b. Contact his/her supervisor and HR to notify them of the positive test result.
(If contractor/visitor, contact WISD point of contact).
- c. Notify the health department in the county in which he/she resides and notify the WCHD.
- d. Maintain communications with Supervisor and HR regarding symptoms and develop a plan for safe return to the workplace. Upon receipt of appropriate medical documentation, the HR & Legal Department will clear the employee to return to the workplace after they are no longer infectious.

Operations Staff:

Training for operations staff on cleaning materials and protocols has been provided and will be repeated periodically. This training includes cleaning when a positive case is reported and the use of Personal Protective Equipment (PPE) when cleaning, protocols for the techniques and proper uses of chemicals, and storage of cleaning materials.

If possible, smaller areas such as individual classrooms should be closed at least several hours before staff clean and disinfect the space to minimize the risk of any airborne particles.

Protocols: Busing & Student Transportation

- The ISD reviewed local district protocols at the start of the school year to make sure proper procedures are in place for supplying hand sanitizer on the bus to be used by everyone before entering the bus. Follow-ups with the local districts will take place to verify implementation if there are reports of issues/concerns.
- Students and or staff assisting the student in riding public transportation will be provided hand sanitizer and will be instructed in the use of PPE for safety.
- The ISD reviewed local district protocols to make sure the bus driver, staff, and all students in grades preK-12 and special education students ages 2-26 (Children younger than 2 years of age are not required to wear a mask), if medically feasible, must wear facial coverings while on the bus.
 - Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials. Periodic follow-ups with the local districts will take place to verify implementation.
- Students riding public transportation with staff for instructional services and supports will be required to follow the protocols established by the transportation provider. Students and staff will also be supplied with disposable masks and hand sanitizer, and will follow the protocols in this document as if they were in any other instructional space.
- The ISD reviewed local district protocols at the start of the school year to make sure proper procedures are in place for cleaning and disinfecting frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, car seats, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes. Follow-ups with the local districts will take place to verify implementation if there are reports of issues/concerns.
- The Program Supervisor will make a determination based on recommendations from program staff or school nurse if a student is unable to safely board a district vehicle due to illness. The Program Supervisor or designated program staff person will contact the legal point of contact to determine a plan for getting the student home safely.
- If a driver becomes sick during the day, the employing district's protocol will be followed.
- The ISD reviewed local district protocols at the start of the school year to ensure that when weather permits, doors and windows are open, and when cleaning the vehicle and between trips to let the vehicles thoroughly air out. Follow-ups with the local districts will take place to verify implementation if there are reports of issues/concerns.
- The ISD reviewed local district protocols at the start of the school year to ensure that when weather permits, keeping windows open is considered while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe. Follow-ups with the local districts will take place to verify implementation if there are reports of issues/concerns.

Protocols: Medically Vulnerable Students & Staff

- Knowledgeable staff (e.g., nurse, special education teachers, 504 coordinator) will systematically review and update each student's IHP (Individual Health Care Plan)/IFSP/IEP including birth to 26 as needed to identify those that require additional accommodations related to COVID-19 adhering to CDC guidelines.
- Staff who self-identify as being of an increased risk for severe illness due to COVID-19 as defined by the CDC will request accommodations for work requirements, if practicable, or leave options through HR.
- Students or families who self-identify as being of increased risk for severe illness as defined by the CDC due to COVID-19 will request alternative learning arrangements through their case manager.

- The District has developed Continuity of Learning Plans (CLP) that align with the student's IEP that will be reviewed regularly by each student's IEP team while in remote/hybrid learning.
- WISD will provide N95 masks, disposable gowns, and face shields for staff who are performing medical care that include aerosol-generating procedures.

Protocols: Employee Travel

Domestic Travel - CDC Guidance

Staff are expected to follow the guidance issued by the CDC for domestic travel (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>).

International Travel - Work-related international travel is not permitted at this time. If you feel you have an exception, please contact your supervisor well in advance of any expected travel of this nature.

Remote Student Instruction and Support Services

During remote student instruction, Washtenaw Intermediate School District (WISD) will primarily utilize a digital media delivery system (Google Classroom, MS TEAMS or Zoom). All students and instructional staff will have district assigned devices distributed to them. The following steps have been or will be taken to address internet access issues:

- WISD has and will survey families as to their ability to access the virtual instruction.
- WISD has and will provide hotspots to households without reliable internet connectivity.

To monitor student needs, we will reach out to families via email, online platforms, or phone calls to ascertain their ability to access instruction at this time. For those students who are unable to access the materials digitally, we will create other methods of access to instruction including distribution of hard copies of materials or downloading videos, digital content on a weekly basis. We recognize a student's ability to access materials may change throughout the different phases. We will continue to monitor need through feedback processes in our instructional plan. All materials necessary to engage with the instruction will be included in the weekly digital and hard copy distribution or available on student devices without access to the internet. If a family does not have access to basic learning supplies (paper, pencil, crayons), the district will provide them. Families will be provided with "Technology Support" resources for navigating utilized platforms, accessing and working with instructional materials, and for eliciting further support if necessary. These resources will be provided in multiple formats (online, paper copy, etc.). Submission of work will occur through these same means.

Instructional experiences will employ Universal Design for Learning principles to attend to various learner needs. Emphasis will be placed on offering students' opportunities for choice in activity, topic, and/or ways to show their learning to maximize opportunities for students to engage in ways that are most appropriate, interesting, and authentic for them. Families will be supported in supporting their children through multiple ways, including:

- Sample schedules and resources for talking to students & families about how they may organize instructional time.
- Help resources for navigating utilized platforms and accessing and working with instructional materials provided in multiple formats.
- Supplemental ideas, recommendations, and resources for supporting social, emotional, physical and academic needs.
- Regular, consistent routines for distributing information and providing feedback via multiple platforms.
- Clear channels for eliciting support and providing feedback.

Throughout this process we will actively monitor who is accessing instructional materials via electronic logs, submissions, and staff check-ins. For students who are not accessing instructional materials, we will make every effort to make contact to address as best we can.

In addition to this application, the district has created a Continuity of Learning Instructional Plan (for our stakeholders) that includes additional details for many of the questions asked in this application. Click the link below to view the Continuity of Learning Instructional Plan.

Relevant staff such as the classroom teacher, program administrator, or social worker will reach out to all students (families) who are not participating to check in on their social emotional well-being to see if there is anything that the teacher, administrator or District can do to help them participate.

The Washtenaw Intermediate School District will:

- Ensure that remote learning plans, revised based on feedback and input from school leaders, educators, families, and students, are distributed to all involved stakeholders in their home language. We will create opportunities for ongoing feedback.
- Activate remote learning programs at scale to deliver standards-aligned curricula and high quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. Consult MDE for high-quality digital resources.
- Support schools to assess every student in grades PreK-12 during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.
- Review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
 - o Commence online intervention and support services. Plans will include all programs and learning environments for students 0 to26.

- o Establish structures for special education teachers and ancillary staff to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.
- Conduct checkpoints with program leaders around curriculum and instruction and ongoing monitoring of student progress, specifically targeting the progress of students in need of additional support.
- Special Education Director/Compliance Monitor will remain connected with the Michigan Department of Education – Office of Special Education (MDE- OSE) about policies and guidance.
- Develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.
- Activate plans to monitor and assess the following:
 - o Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
 - o Develop systems to monitor and track students' online attendance on a daily basis.
 - o Teachers will assess the quality of student work and provide feedback to students and families.
- Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, call, email, home visit) to share: Expectations around the duration of the closure and reopening; Decisions about student proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload. This should be done in collaboration with staff; supports and resources for families to use at home, such as student-specific activities and strategies for teaching and helping their child; and training on accessing and using the school's digital systems and tools, and technology for families to build digital literacy.
- Continue to provide professional learning and training through virtual modes for educators to: offer restorative supports for teachers and learning around equity and implicit bias, social emotional learning, and culturally responsive education; share knowledge, continuously learn, and exchange ideas, successes and failures around remote learning; share information and data about students' assessment results, progress, and completed assignments; learn how to use the school's digital systems and tools appropriately and sustainably; and build capacity around high-quality remote learning.
- Utilize structures, such as professional learning communities or building staff meetings, for educators to collaborate on prototypes for a week's worth of instruction to establish consistency and an appropriate workload.

[The Following Areas Apply to Both In-Person and Remote Instruction](#)

Mental & Social Emotional Wellness

Mental health support has been continuous during the current pandemic and school buildings/programs closure. Students and families have been contacted via text, email and phone and offered resources, including basic needs, as needed. All students in our district buildings or programs have individualized education plans and have teams who are constantly reviewing the need for additional support services. The district established and maintains a hotline to share with all students and families to serve as a single point of contact to reach out for mental health or other urgent needs. Referrals and other student related concerns will be discussed with the internal mental health team, including administrators, psychologists & social workers, at weekly online meetings to assure that mental health needs of students are being sufficiently addressed. Crisis support resources have been provided to students, families and WISD staff for after-hours mental health emergencies.

All educators were offered the opportunity to take the online class, Trauma-Informed Resilient Schools, by Starr Commonwealth. Trauma-Informed Resilient Schools taught school professionals how to create trauma informed schools and classrooms. The training focuses on resilience, exploring the core values and beliefs of educators and places an emphasis on understanding how trauma impacts a student's school experience. Additionally, the Educator's Guide to Supporting the Social and Emotional Needs of Learners, published by MDE & DHHS, will be shared with staff and relevant sections will be shared with parents as appropriate. Given the significant impact of this pandemic on our families of color, particular support, attention, and close monitoring will be established to address their disproportionate grief and loss experiences.

For staff, wellness surveys and committees were established to provide a variety of opportunities for self care starting in the spring of 2020 (i.e. mindfulness & meditation, Zumba, brown bag series for working parents). The district continued to provide additional supports for the 2020-21 school year. Finally, the district has a close working relationship with Washtenaw County Community Mental Health to support staff, students and families through their 24 hour CARES hotline, Mental Health Millage activities, and training on mental health screeners. WISD has 16 attendees from the district and the local districts who are training on the national model of Youth Mental Health First Aid. This will allow the district to train school staff on how to identify the most common signs and symptoms of emerging mental health needs and communicate a referral process to seek help and assistance for the youth and family.

Operations

Procurement of Cleaning and Disinfection Supplies and PPE

Washtenaw Intermediate School District has developed a detailed custodial procedures

manual, identifying specific cleaning and disinfection supplies materials including chemicals from the EPA List N. WISD will work in collaboration with a variety of established vendors and consortia to ensure that a reliable supply chain is in place. WISD has altered past practice of “just in time” inventory to maintain an in-stock supply of 5 weeks of product to avoid depletion. The Operations department has been in contact with our custodial supplies vendor to stress the importance of having access to cleaning and disinfection supplies.

In addition to coordinating with Washtenaw County Emergency Management Programs, WISD has registered with three procurement consortia (Michigan Association of Counties, Co Pro Plus; REMC; and MiDeal) for procurement of cleaning and disinfection supplies. Washtenaw County has put forms on their COVID-19 pages (under Info for Providers) for the purpose of requesting PPE if the district is unable to procure it from other sources.

WISD procured disposable ASTM Level 1 face coverings in multiple sizes for any student that might need one, including some with a transparent front for locations where there are students/staff that are deaf or hard of hearing. An inventory of at least 5 weeks will be on hand while in-person instruction is occurring.

WISD procured Level 1 masks and face shields for all cleaning staff; they are expected to wear them consistently and properly (nose and mouth/chin completely covered).

WISD will ensure an adequate inventory of Level 1 masks is maintained to protect the health and safety of cleaning staff.

Custodial Procedures

The WISD’s detailed custodial procedures guide was created with reliance and in compliance with the CDC’s website for “Cleaning, Disinfection, and Hand Hygiene in Schools – a Toolkit for School Administrators” and linked pages. All frequently touched surfaces have been defined in the custodial procedures manual; wherever possible, WISD added wipeable covers to electronics; playground equipment will be cleaned. In the event a case is identified and confirmed in any WISD facility, the area(s) affected will be closed for as long as reasonably possible (at least several hours) before a staff member is assigned to clean and disinfect; windows and doors to the area(s) affected will be opened, if doing so does not pose a different health or safety risk; ventilating fans will be placed in the area(s); staff will ensure the air purifying device is operating, and the areas will not be used until after they are cleaned and disinfected following WISD custodial procedures protocols as outlined in the custodial procedures manual. Facial tissue will be made readily available for all staff, hand soap, disposable hand towels, and hand sanitizer dispensers/stock will be monitored and replenished throughout the school day.

Operations staff from the district and the building level toured facilities with program supervisors to identify core assets and high touch surfaces. Frequently touched surfaces will be cleaned and disinfected several times a day.

WISD’s Facilities Assistant position is assigned the duty to check and monitor the CDC and OSHA websites for updates related to custodial and infection control practices on a daily basis. The district’s Operations Director will review and monitor the CDC and OSHA websites, at minimum, on a weekly basis. The WISD’s custodial procedures manual will be considered a ‘living document’ and be updated and revised on an ongoing basis as needs and new information is presented.

The WISD’s Facilities Assistant position provided a presentation on the critical nature of

safety and proper cleaning and disinfecting methods during the CoVID-19 response. Additionally, the WISD's Facilities Assistant will be expected to provide, at minimum, monthly training sessions to all staff who perform custodial and maintenance type work. These training sessions will consistently include some references to safety and proper cleaning and disinfecting methods in tandem with any other topic relevant for that session. Where applicable, the WISD's Facilities Assistant will collaborate with contracted cleaning vendors to ensure the custodial operations meet or exceed the safety protocols and procedures as outlined for the WISD custodial staff performing the same types of services and work.

The professional development series will focus on advanced topics as reasonable – with an emphasis on safety and the proper utilization of cleaning chemicals, PPE and other related topics to protect public health. Please see the Cleaning section earlier in this document for the district's guidance and training related to custodial and facilities staff.

WISD has continued custodial operations, as essential work, throughout and since the Unanticipated School Closure. Restorative and deep cleaning will continue as established in normal operations and be performed in tandem with ongoing cleaning and disinfecting of all occupied areas and especially of all high touch surfaces.

Facilities Inventory and Maintenance

The WISD facilities inventory database will be updated to include specifics on total number of classrooms at each site; the size of each classroom; additional spaces that are available at each site; and what types of ventilation is available in each room (i.e. HVAC; windows that open, circulating fans).

WISD maintains and will continue a robust preventative maintenance program for HVAC in owned facilities (specifically changing out all HVAC filters on a quarterly basis), and will work with all Landlords to ensure HVAC systems are running efficiently and effectively. Facial tissue will be made readily available for all staff, hand soap, disposable hand towels, and hand sanitizer dispensers/stock will be monitored and replenished throughout the school day. The WISD Communications department worked in tandem with the Operations department to post signage relative to COVID-19 information and safety, encouraging frequent handwashing, cough etiquette, and nose blowing. Additionally, specific waste receptacles were identified and placed to collect used, disposable, PPE. Custodial staff will be required to follow guidance from the CDC about the use of facial coverings, PPE, and special respirators when performing cleaning duties. Inventory of PPE will be monitored daily and maintained to a 5-week supply level to avoid depletion.

WISD Operations collaborated with landlords and property managers, wherever feasible, to increase air exchange rates and improve the filtration quality, increasing MERV rating on air filters in the HVAC units to the highest extent the equipment could handle (Dexter YA, Progress Park, TLC, High Point East, Washtenaw News) and rate of air exchange. Commercial quality air purification units were procured and provided to instructional sites including High Point, Progress Park, Red Oak, and YA out-centers in an effort to improve the indoor air quality, especially at sites where WISD does not have sole control of the HVAC systems.

Budget, Food Service, Enrollment & Staffing

The Michigan Legislature modified the pupil accounting laws to accommodate multiple learning options for students and families. The administration communicated any enrollment and attendance modifications that were necessary to the programs and Technology Data staff.

Washtenaw ISD did not receive any CARES Act (ESSER) (but did receive approximately \$50,000 of the Governor's Emergency Educational Relief funding) that local school districts and public school academies (PSAs) received. Funding for any additional staffing needs or personal protective equipment (PPE) has come from our operational funding.

Due to its other work in the community, Washtenaw ISD was identified by the Toyota Motors locations in the county as a trusted source to which to make a donation to be used for the purpose of return to school needs for PPE and other safety-related controls. The donation was used as "seed funding" for an ISD-wide campaign to raise funds or accept donations of PPE, hand sanitizer, etc. from the community at-large. These purchases and donations will be distributed to districts and PSAs, including our organization.

The organization that provides our substitute teachers and teaching assistants is in contact with Washtenaw ISD about our needs for these positions. They are also in contact with the substitutes to determine their commitment to returning to their positions upon returning to school in-person. They will be providing us up-to-date information regarding the availability of substitutes on an ongoing basis.

- [Link to Food Service](#) in Safety section

Technology

- The CIO with the support of Communications will send a survey to staff and parents via School Messenger with an option to respond electronically or receive a contact to complete.
- The program /department supervisor will work with CIO and Supervisor, Technology and Data Services as the point of contact in each school to plan and communicate with technology teams
- As part of the technology plan, the Instructional AUP and Mobile Device AUP, device deployment requests will be processed through script and device tracking through asset management system, MDM solutions.
- The district will continue Google Classroom, Microsoft Teams, Zoom, and Google Meet training sessions for staff
- Desktop Team Lead and Supervisor, Technology & Data Services will act as support lead to programs, with the Desktop and other technology teams providing further support.
- The CIO, Supervisor, and Project Manager, Technology & Data Services will act as process leaders along with the Website Admin and Communications to publish information on intranet/internet.
- The district established a Parent/Guardian Technical Assistance Helpdesk Line: 734-994-8857 for district systems support and district issued device support.

Device deployment: Policies and procedures have been developed/tested. Use of limited sites for drop off/pick up of devices to accommodate parents and staff spread across Washtenaw County and outlying areas, as well as easing the device management of IT staff. The district will continue the procedure of using Script to collect device requirements for staff and students, as well as tracking assets in the inventory system.

- Devices are sanitized and safely bagged when collected or deployed by the Desktop Team, Technology & Data Services
- Devices are sanitized prior to repair/replacement and prior to deployment by the Desktop Team, Technology & Data Services
- Quantity of accessories and supplies are routinely reviewed and restocked as needed by the Desktop Team & Secretary, Technology & Data Services
- The district currently operates on a 5-year device replacement cycle with annual replacements following the 5th year. Malware prevention and removal processes function on an ongoing/routine basis.
- Device maintenance and repair on an as-needed basis, trouble should be reported directly by staff or parent via Help Desk lines: Staff - 734-994-8100 x 1286, Parents - 734-994-8857. Desktop Team, IT Security Team, Secretary, Technology & Data Services will monitor these lines and respond to inquiries.
- The technology department uses Incident IQ for asset tracking.
- For onsite triage, desktop staff are scheduled for regular shifts, appointment-based device deployment, return, and exchanges.
- Equipment deployment/exchanges not able to be deployed using remote tools will be conducted in designated safe locations with safety protocols in place for technical staff and parents/staff/students including regular sanitizing, PPE and social distancing.
- Testing and evaluation of all network access points are reviewed/tested/monitored on an ongoing basis by the Infrastructure Team
- Initial support plan is in place and is being reviewed/modified on an ongoing basis as the needs of the parents, students, and staff are identified. The CIO, Supervisor, and Project Manager meet regularly to monitor and adjust protocols.
- The MDM and google chrome management, SCCM, hotspot online portal provide device usage management.
- Online learning program training compliance managed through Kalpa.
- Students are provided access and device support as identified by the Program/Department supervisor. The information posted on the Parent page of the Website and Parent/Guardians can contact the Technical Assistance Help Desk Line: 734-994-8857 for assistance with basic device training as-needed, Zoom and Google Meet support.
- Should access be needed, a device is provided and maintained by the district and the online learning platform is hosted by the district and/or maintained by a cloud server to ensure students can submit assignments.
- Training sessions on Zoom, Google Meet, PowerSchool, etc., have been held for staff and recorded/available online for easy access of all staff. Future training sessions are in the process of being scheduled.
- Acceptable use policies are in place and enforced on an ongoing basis and reviewed annually. Distance Learning and Intervention Agreement developed in

response to COVID-19 and remote learning requirements.

APPENDIX A: Specific Plans by Department (through 8/31/21)

WISD Teaching and Learning Center

1. [Achievement Initiatives](#)
2. [Achievement and Systems Support](#)
3. [Administration and Communications](#)
4. [Business](#)
5. [Community & School Partnerships](#)
6. [Early Childhood](#)
7. [Event Services](#)
8. [Human Resources & Legal Services](#)
9. [Pupil Auditing](#)
10. [Special Education](#)
11. [Technology](#)

Other WISD Locations - Extended School Year Programs

1. [ESY High Point](#)
2. [ESY Red Oak](#)
3. [ESY Liberty](#)

WISD Teaching and Learning Center

Many of the specific plans below are for departments that are located within the WISD Teaching and Learning Center. This would include:

- Achievement Initiatives
- Achievement and Systems Support
- Administration and Communications
- Business
- Community & School Partnerships
- Early Childhood
- Event Services
- Human Resources & Legal Services
- Pupil Auditing
- Special Education Administration
- Technology

The Teaching and Learning Center on-site COVID supervisor for the hours of 8:30am - 5:00pm is Shantell Gordon, Facilities Assistant; Giovanni Gomez is the on-site COVID supervisor from 5:00pm - 11:00pm.

Achievement Initiatives

Plan Overview:

This reopening plan has ONE (1) step from restricted onsite access to regular normal operations depending on the local, state, and federal guidelines for access and staff protection protocols. This implementation includes ONE (1) teams divided to support onsite functions. As the plan progresses teams are combined to allow more onsite support in each area throughout the week. While taking into account where workspaces are not conducive to maintaining physical distancing, the following options will be utilized:

- Encourage teleworking
- Stagger work shifts
- Adjust physical workspaces
- Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance
- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance in [Appendix A](#).

Team	Members	Risk Category	Onsite Day
A	Sarah Devaney	Low	Not required - currently working fully remote
A	Greg Myers	Low	As needed
A	Melissa Brooks-Yip	Low	As needed
A	Amy Olmstead-Brayton	Low	As needed
A	Jennifer Banks	Low	As needed
A	KRA Team	Low	Not required - team is set up for remote work

Gradual Return to In Person Work Implementation Steps, informed by the Governor’s Re-Opening Phases. Each department will create as many steps as needed for their operations; please also note which steps match Governor’s Re-Opening Phases to plan for reverting if a second wave of pandemic emerges.

Step 1

Onsite access limited to essential staff only to maintain and troubleshoot systems.

- Offsite supports required:

Step 2

Onsite Rotation: [Description - i.e. Daily presence in department - Each staff member is onsite one day per week **with** social distancing, no cross-team direct contact]

Monday	Tuesday	Wednesday	Thursday	Friday
Team	Team	Team	Team	Team

The members of the AI Team will report to the building as needed to pick up materials required to run the teacher networks and complete other administrative tasks on an as needed basis. The Team will follow the protocol for entering the building when on site. When teacher professional development and meetings return to in-person, the team will shift to more time on site in the TLC building.

Contacts:

Jennifer Banks

Achievement Initiatives

jbanks@washtenawisd.org

734-994-8100 x1258

Achievement & Systems Support

Plan Overview:

The Achievement and Systems Support department Reopening Plan has a phased approach that aligns with the Governor’s Michigan Safe Start Plan which is currently in Phase 4 (entitled “Improving”) of six (6) phases. The reopening plan takes into consideration the Risk Exposure Category of the team members identified (below) in Section II, the ability of the District to provide appropriate PPE to limit exposure when onsite, protection protocols and need for onsite work.

Team members will continue to work remotely and be accessible via phone and email. Beginning July 6, team members may work on-site for 1-2 half days each week to address work that cannot be done remotely.

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance in [Appendix A](#). Team members desk locations are such that they may self select times to be in the office. The office professional position, due to proximity to other office professional staff will need to coordinate office work times in advance.

Members	Position	Risk Category	Onsite
Scott Heister	MiSTEM Region 2 Director	Low	2-3 days a week
Kevin Upton	Coordinator, Curriculum	Low	As needed
Jamall Bufford	WMBK Project Specialist	Medium	2-3 days a week in the community, at WISD as needed
Brenda Hegwood	Office Professional	Low	3 days a week
Sarah Giddings	Social Emotional Learning Part-time Coordinator	Low	As needed

Onsite Schedule (7/6/20 until the building opens for onsite PD):

This reopening plan has 2 steps from restricted onsite access to regular normal operations depending on the local, state, and federal guidelines for access and staff protection protocols.

Step 1: Work will remain mostly remote until the governor shifts to Phase 5 *AND* local districts shift to face-to-face professional development.

Step 2: Once districts are expecting face-to-face professional development, the team will adjust the onsite work plan to include more days.

For both steps, we will encourage teleworking and:

- Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance

- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Contacts:

Brenda Hegwood (*Questions regarding WEOC, MiSTEM, general office procedures*)
Office Professional
bhegwood@washtenawisd.org

Scott Heister
MiSTEM Region 2
sheister@washtenawisd.org
<https://www.mistemregion2.org/>

Jennifer Banks (*Questions regarding Responsive Teaching Institute, Freedom Schools, Ten80*)
Coordinator, Mathematics & Science
jbanks@washtenawisd.org

Kevin Upton (*Questions regarding regional Adult Ed, NGSX PD, online learning*)
Coordinator, Curriculum
kupton@washtenawisd.org

Jamall Bufford
Washtenaw My Brother's Keeper
jbufford@washtenawisd.org
<https://wmbk.org/>

Sarah Giddings
Social Emotional Learning Network
Facilitator
sgiddings@weocflex.org

Administration and Communications

Overview

The Administration, Communication, and Administrative support team (Superintendent, Deputy Superintendent, Communications and Public Relations Specialist, Assistant to the Superintendent, and Project Specialist) will be working remotely where possible until the building reopens to public use. At that point, the team will expand hours to maintain an onsite presence on a daily basis by some members of the team.

Risk Category

The Risk Category is low for all five (5) team members (based on the OSHA Opportunity Risk guidance in Appendix A). To address the risk of exposure, the District will:

- Encourage teleworking
- Stagger work shifts
- Adjust physical workspaces
- Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance
- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance in [Appendix A](#).

Members	Risk Category	Onsite Day
Naomi Norman	Low	3 days a week
Cherie Vannatter	Low	3 days a week
Ashley Kryscynski	Low	3 days a week
Melissa Cishke	Low	2-3 days a week
Kim Woods	Low	2-3 days a week

Return to In-Person Work Implementation Phases

These phases will be informed by the Governor's Re-Opening Phases.

Step 1: March 16-July 6, 2020

All staff will be working remotely on a full-time basis. Onsite access and face-to-face interaction limited to essential staff only to address specific job responsibilities that require physical access to the building or board members, such as checking mail, copying materials, scanning materials, and signatures.

- Offsite supports required:
 - Computer
 - VPN Access
 - Zoom for virtual meetings
 - Office 365, WhatsApp, Google Apps, Basecamp

Step 2: July 6, 2020 until TLC building opens to public

The Superintendent, Deputy Superintendent, and Communications and Public Relations Specialist will schedule an onsite rotation where each person will work one to two days each week with a rotation so that there is always a Pandemic Response Team member on site.

A weekly schedule will be developed and may change from week to week depending on vacation schedules and work responsibilities. Social distancing will be in place.

- Onsite supports required:
 - Personal Protective Equipment (PPE)
 - Masks
 - Hand sanitizer
 - Physical Restrictions
 - Plexiglass on each side of Kim and Melissa’s desks; also prevents visitors from using the shelves next to their desks
 - Any in-person meetings should be held in larger meeting spaces (i.e. boardroom) or outside
 - Floor markings to communicate to staff and visitors the need for a designated 6 foot distance from Administration and Communications staff’s workstations.

Step 3: Building opens to the public until fully operational face-to-face

The team members will schedule an onsite rotation where each staff member is on site two to three days per week. **Office will be staffed at least from 9:00am-3:00pm daily.** A weekly schedule will be developed and may change from week to week depending on vacation schedules and work responsibilities. Social distancing will be in place.

Step 4: Fully operational face-to-face

The team members will schedule an onsite rotation where work from home options are available for each member of the team for responsibilities that require no direct on-site contact. **Office staffed 8:00am-4:30pm daily.**

Contacts:

Naomi Norman
Interim Superintendent
norman@washtenawisd.org
734-994-8100 x1300

Cherie Vannatter
Interim Deputy Superintendent
cvannatter@washtenawisd.org
734-994-8100 x1543

Ashley Kryscynski
Communications and Public Relations
Specialist
akryscynski@washtenawisd.org
734-994-8100 x1321

Business Office

Plan Overview:

The Business Office and Benefits department will have a phased approach for its work moving forward. The plan takes into consideration the Risk Exposure Category of the team members identified (below), the ability of the District to provide appropriate PPE to limit exposure when onsite, protection protocols and need for onsite work. Team members will be onsite a minimum of two days per week. The Business Office and Benefits team will have team members on site on various days depending on critical work needs and deadlines (payroll, AP, benefit enrollment/changes etc.) but there will always be at least one staff member onsite between 8:00 am - 4:30 pm. Other team members will continue to work remotely and be accessible via phone and email between 8:00am and 4:00pm. See below to find out who the point of contact is if you have a concern or issue (or a positive comment is always welcome!).

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance in the Exposure Determination section of the Plan.

BO/Benefits Team Members	Position	Risk Category	Onsite
Brian Marcel	Assistant Superintendent	Low	As needed (Minimum 2 days/week)
Sherri Papazoglou	Director	Low	As needed (Minimum 2 days/week)
Elizabeth Kutey	Finance Manager	Low	As needed (Minimum 2 days/week)
Elette Collins	Grants Compliance Monitor	Low	As needed (Minimum 2 days/week)
Rachel Ter Mors	Business Serv. Asst.	Low	As needed (Minimum 2 days/week)
Jack Millina	Accountant	Low	As needed (Minimum 2 days/week)
Vanessa Horning	Accountant	Low	As needed (Minimum 2 days/week)
Fran Heilmann	Technician IV Bus. Serv.	Low	As needed (Minimum 2 days/week)
Phyllis Parks	Technician IV Bus. Serv.	Low	As needed (Minimum 2 days/week)

Onsite Schedule:

This work plan has 3 steps: 1) working fully remotely except when necessary, 2) two days per week for each staff member, and 3) regular normal operations, depending on the local, state, and federal guidelines for access and staff protection protocols. This implementation includes one team. Since payroll and accounts payable time lines, as well as month-end, do not always fall on the same days of the week, it is not possible to identify a specific daily schedule. Staff will follow the protocols identified in this Preparedness Plan.

Contacts:

Brian Marcel (Questions regarding the plan)
Interim Associate Superintendent

bmarcel@washtenawisd.org

Sherri Papazoglou (Regarding finance-related questions)

Finance Director

spapazoglou@washtenawisd.org

Elizabeth Kutey (Regarding payroll-related questions)

Finance Manager

skutey@washtenawisd.org

Rachel Ter Mors (Regarding benefits-related questions)

Business Services Assistant

rtermors@washtenawisd.org

Elette Collins (Regarding grant-related questions)

Grants Compliance Manager

ecollins@washtenawisd.org

Community & School Partnerships

Plan Overview:

The Community & School Partnership team consists of 2 smaller subteams: the Washtenaw County Complex Educational Team based at 4125 Washtenaw Ave and the Grants & Development/Great Start Collaborative/General Education Mental Health Team based at TLC. Our Washtenaw County Complex team has returned to in person work, full time at the county complex delivering educational programming. Our team based out of the TLC will be working remotely where possible until the building reopens to public use. At that point, the team will expand hours to maintain an onsite presence on a daily basis, in conjunction with the Achievement/Instruction colleagues. Our calendar of onsite staff at TLC is linked [here](#).

Risk Category

The Risk Category is low or medium for all team members (based on the OSHA Opportunity Risk guidance in Appendix A). To address the risk of exposure, the District will:

- Encourage teleworking
- Stagger work shifts
- Adjust physical workspaces
- Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance
- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance in [Appendix A](#).

Members	Position	SubTeam	Risk Category	Onsite
Holly Heaviland	Executive Director	TLC	Low	As needed (1-2 days per week - typically Tues)
Sarah Hierman	Grants Manager	TLC	Low	As needed (1 day per week)
Stacey Doyle	General Ed Social Worker	TLC	Medium	As needed, in person serving various schools & community
Brittany Thomas	General Ed Social Worker	TLC	Medium	As needed, in person serving various schools & community
Najah Hamka	General Ed Social Worker	TLC	Medium	As needed, in person serving various schools & community
Jessica Hermann	EPHY	TLC	Medium	As needed (1 day per week)
Jessica Carruba	Administrative Assistant	TLC	Low	As needed (1-2 days per week)
Shannon Novara	Project Coordinator	TLC	Low	As needed (1 day per week) & in person serving community

Margy Long	SB6/GSC Director	TLC	Medium	As needed (1 day per week) & in person serving community
Colleen Klus	Parent Liaison/ Coordinator	TLC	Medium	As needed (1 day per week) & in person serving community
	Trusted Parent Advisors	TLC	Medium	As needed, in person serving various communities
Members	Position	SubTeam	Risk Category	Onsite
TBD	School Director/ Transition Coordinator	Washtenaw County Complex	Medium	In person at Youth Center 4 days per week
Frazier Townsend	Teacher- GE Youth Center	Washtenaw County Complex	Medium	In person at Youth Center 4 days per week
TBD	Teacher- SE Youth Center	Washtenaw County Complex	Medium	In person at Youth Center 4 days per week
TBD	Teacher- AE Jail/ Youth Center	Washtenaw County Complex	Medium	In person at Jail/ Youth Center 4 days per week
TBD	Teacher Assistant	Washtenaw County Complex	Medium	In person at Youth Center 4 days per week
Jenna Blair	Teacher Consultant	Washtenaw County Complex	Medium	In person at jail/ youth detention center 4 days per week
Sarah Long	Speech/Language Pathologist	Washtenaw County Complex	Low	As needed
DarNesha Pickens	SE Social Worker/ Transitions	Washtenaw County Complex	Medium	As needed in community and in person at jail/ youth detention center 2 days per week
Jennifer Monahan	Youth Transitions/ Truancy	Washtenaw County Complex	Medium	As needed in community and in person at jail/ youth detention center 2 days per week

Onsite Schedule (7/6/21 - 8/30/21):

This work plan has 2 steps from 1-2 days per week for each TLC staff member (except general education social work team) to regular normal operations, including our Washtenaw County Complex team, depending on the local, state, and federal guidelines for facility access and staff protection protocols. Since each subteams' work schedules vary (non-affiliated, unit II, teamsters, unit 1), it is not possible to

identify a specific daily schedule. We will coordinate in person work schedules in collaboration with the Achievement/Instruction team. Staff will follow the protocols identified in this Preparedness Plan.

Contacts:

Holly Heaviland (Questions regarding the plan & Washtenaw County Complex Team)

Executive Director

hheaviland@washtenawisd.org

734-994-8100 x 1250

Sarah Hierman (Regarding GE Social Workers/Grants/EPHY/Mental Health project questions)

Grants Manager

schierman@washtenawisd.org

734-994-8100 x 1274

Margy Long (Regarding Mom Power/Trusted Parent Advisor project questions)

SB6/GSC Director

mlong@washtenawisd.org

734-994-8100 x1277

Early Childhood

Plan Overview:

This reopening plan has five steps from restricted onsite access to regular normal operations depending on the local, state, and federal guidelines for access and staff protection protocols. This implementation includes multiple teams divided to support program activities by individuals based upon each program or function (Administration, Early Intervention Home-Based, Early Head Start Home-Based, Early Childhood Specialists Classroom-Based, Program Specialists). For the phased implementation steps, very limited regular access will be required. For later steps, additional teams will be assigned based upon planning and programming needs.

As the plan progresses teams will be combined to allow more onsite activities throughout the week, while taking into consideration areas where workspaces are not conducive to maintaining physical distancing, the following options will be utilized:

- Encourage teleworking
- Stagger work shifts
- Adjust physical workspaces
- Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance
- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance in [Appendix A](#).

For Steps 1 and 2 the only team assignments will be for staff requiring at least weekly access to the Teaching and Learning Center. Additional teams will be developed for future Phased Implementation Steps.

Team assignments are based upon program or work function in order to coordinate communication and program functionality:

Team	Team Members	Program/Function	OSHA Risk Category
A	Alan O, Alicia K, Erika H, Michelle P., Kisha B, Lia V. Rana K.	Administration	Low
B	Annette B, Bev D, Karrie R, Meghan M, Melinda P, Claire G, Maggie B, Leslie S, Rachel M, Laura W, Beth H, Carlene L, Susan R, Susan N, Heather S, Cindy S, Becky E, Rebecca Y, Pam M.	Early Intervention Staff – Home-Based Services	Medium
C	Cheryl C, Chrissy D. Ghufuran A-S, JaVon J, Julie L, Kerrie H, Lynn G, Rachel F, Tasha D, Pam S, S. Mann, Althea W.	Early Head Start - Early Intervention Home-Based Services Early Childhood Specialist Home-Based	Medium

D	Carolyn A, Kim W, Leslie K, Libby S, Melissa P.	Early Childhood Specialists – Classroom Supports	Medium
E	Diana M, Julie S, Niema L, Rana K, Teresa H, Carly L.	Program Specialists	Low

Phased Implementation:

Gradual return to in-person work implementation steps will be informed by OSHA requirements . Each WISD department will create as many steps as needed to conduct operations. Please also note which steps mate the State’s reopening phases to plan for the need to return to a previous step if an increased outbreak of pandemic emerges in Washtenaw County.

We are currently in Step 2

Step 1:

Onsite access limited to essential staff only to maintain critical programming and services and to accommodate access to critical equipment and supplies:

- All programming conducted virtually
- Access to the Teaching and Learning Center (TLC) will be very limited and follow established protocols
- Access to the TLC will require prior approval and completion of a health screener

Onsite supports required:

- Masks
- No cross-team connections (if other team members are on-site, maintain social distancing and do not share spaces closer than six feet apart)

Offsite supports required:

- Computer
- VPN Access
- Zoom for virtual meetings
- Office 365, WhatsApp, Google Apps, Basecamp

Step 2:

Onsite Rotation: Regular presence by administration team and other individual team members as necessary – An Administrative staff member is onsite one day per week, Monday through Thursday with social distancing, no cross-team direct contact.

Monday	Tuesday	Wednesday	Thursday	Friday
Erika H	Alicia K	Alan O	Michelle P Lia V (½ day)	

- Implementation began July 20, 2020
- Provide onsite support as needed and connection to other departments as needed for billing, mail, etc.
- Access to the Teaching and Learning Center (TLC) for other team member will require prior approval and completion of a health screener

- Limit the total number of Early Childhood Department team members within the department space to no more than six (6) people at any one time

Onsite supports required:

- Personal Protective Equipment (PPE)
- Masks
- Hand sanitizer
- Physical Restrictions
 - No cross-team connections (if other team members are on-site, maintain social distancing and do not share spaces closer than six feet apart)
 - Any in-person meetings should be held in larger meeting spaces (i.e. Vogels) or outside

Offsite supports required:

- Computer
- VPN Access
- Zoom for virtual meetings
- Office 365, WhatsApp, Google Apps, Basecamp

Steps 3 and 4: Building transitioning to open to the public until fully operational face-to-face. (July and August, 2021).

- Additional members will be onsite to meet program and planning needs.
- Onsite Rotation: Administrators and other team members as determined by Supervisors will be on site one to two days per week.
- All other team members will have one or two assigned days per week to access their on-site works stations as needed, but they are not required to be on-site.
- Early Childhood Department work spaces will be limited to 30% - 50% capacity in order to support social distancing.
- Office will be staffed 9:00am-4:00pm daily.
- Home-based programming will begin transitioning to in-person. Face to face services will utilize community and outdoor settings whenever possible. Social distancing and masking will be required when necessary.
- A weekly schedule will be developed and may change from week to week depending on vacation schedules and work responsibilities. Social distancing will be in place.

Step 5: Fully operational face-to-face.(Fall, 2021)

- Onsite Rotation: Work from home options available for each member of the team for responsibilities that require no direct on-site contact.
- Office staffed 8:00am-4:30pm daily
- Home-based programming transitioning to hybrid (in-home, in-person and virtual), as it meets the needs of children's IFSPs and family needs.

Contacts:

Alan Oman
Executive Director of Early Childhood Programs
aoman@washtenawisd.org

Alicia Kruk

Supervisor, Early Head Start and Family Services
akruk@washtenawisd.org

Erika Huizenga
Supervisor, Preschool Services
ehuizenga@washtenawisd.org

Michelle Pogliano
Supervisor, Early Intervention
mpogliano@washtenawisd.org

Event Services

Plan Overview:

This reopening plan has 3 steps from restricted onsite access to regular normal operations depending on the local, state, and federal guidelines for access and staff protection protocols. This implementation includes 1 team divided to support onsite functions. As the plan progresses teams are combined to allow more onsite support in each area throughout the week. While taking into account where workspaces are not conducive to maintaining physical distancing, the following options will be utilized:

- Encourage teleworking
- Stagger work shifts
- Adjust physical workspaces
- Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance
- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance in [Appendix A](#).

Team	Members	Risk Category	Onsite Day?
A	Cheryl Taylor	Medium	As needed, 1 to 2 days per week
A	Sandy Wilkinson	Medium	As needed, 2 days per week, minimum
A	LaFawn Pughsley	Medium	As needed, 2 days per week minimum

Onsite Schedule:

Return to work plan will be informed by OSHA recommendations. This work plan has 3 steps: 1) working fully remotely if/when there are no building activities ongoing; providing coverage, through a rotational approach, when building activities are ongoing 2) scheduling up to two days per week for each staff member, and 3) regular normal operations, depending on the local, state, and federal guidelines for access and staff protection protocols. This implementation includes one team. Because events and support needs vary from day to day, it is not possible to identify a specific, standing, daily schedule when all team members will be onsite in step 1. Staff will follow the protocols identified in this Preparedness Plan.

Step 1: Re-Opening

Onsite access limited to staff to retrieve and process incoming mail, use copy machines, or to access onsite records. Staff available to assist with directing voters if deemed necessary and/or other meetings as determined by the Executive Administration Team.

- Training for administering temperature checks (TBD)
- Offsite supports required: No additional supports needed at this time.

Step 2:

- Offsite supports required:
 - Communications
 - Email

- Phone
- Quick Response
- Fax
- Mail
- Device & Access
- Onsite supports required:
 - PPE
 - Physical Restrictions

Step 3:

- Direct/Coordinate/Support all scheduled meetings within TLC Building
- Coordinate optimal room logistics for meetings in conjunction with Facilities Team
- Effectively communicate with staff/guests upon arrival of building protocols, and via email for those with meeting room reservations.

Contacts:

Cheryl Taylor
Events and District Services Manager
ctaylor@washtenawisd.org
734-994-8100 x1315

Sandy Wilkinson
Receptionist, Event Services
swilkinson@washtenawisd.org
734-994-8100 x0

LaFawn Pughsley
Event Services
lpughsley@washtenawisd.org
734-994-8100

Human Resources & Legal Services

Plan Overview:

The Human Resources & Legal Services plan takes into consideration the Risk Exposure Category of the team members identified (below) in Section II, the ability of the District to provide appropriate personal protection equipment (PPE) to limit exposure when onsite, protection protocols and need for onsite work. Beginning July 1, the Human Resources and Legal team will have a team member(s) on site each day between 8a.m. and 4:00p.m.; see calendar below. Team members that are working remotely will be accessible via phone and email between 8:00am and 4:00pm.

See Below section entitled, **HR Issues (A-Z)**, to find out who the point of contact is for your issue.

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance referenced in [Appendix A](#).

Human Resources & Legal Team	Classification	Risk Category
LaShonda Taylor	Technician III	Medium
Aureonna Kirvan	Technician III	Medium
Karen Waitz	Technician III	Medium
Nicole Hubler	Specialist	Low
Becky Mullins	Supervisor	Low
Cassandra Harmon-Higgins	Executive Director	Low

Onsite Schedule:

Below is the inoffice schedule for the Human Resources & Legal Services team. With the exception of days in which staff are on leave, days that staff are not assigned to work in the office, they will work remotely from home and be accessible during his/her regular business hours. The schedule will be reviewed periodically to ensure it meets operational needs.

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
	Nicole Becky LaShonda	Aureonna LaShonda	Nicole Cassandra *LaShonda / Karen	Becky Karen	Cassandra Aureonna Karen

	LaShonda = Even weeks				
	Karen = odd weeks				

Fingerprint Office Procedures

Appointment Only:

1. Days/Hours Available: See onsite availability in red above.
2. Public can schedule appointments online; appointments are offered in 30 minute increments.
 - o The individual will complete and submit the live scan form on-line.
 - o The LiveScan will be printed out prior to their appointments by HR Tech.
3. The individual will call the Fingerprint Office at the scheduled appointment time; he/she will remain outside of the TLC (in a vehicle or otherwise) until the HR Technician informs him/her that she is ready.
4. Upon entering the TLC, the individual must wear a mask (during their entire visit); he/she will be escorted by the Technician. He/She must wash hands then go to the Fingerprint Office.
5. The HR Technician will be wearing gloves and a mask.
6. Individuals must show proof of id and have the \$69 processing fee.
7. After confirming identity and receiving payment, the HR Technician will proceed with fingerprinting the individual (with least amount of physical contact as possible).
8. After fingerprinting is completed, the HR Technician will escort the individual to the front door to exit.
9. Prior to the next appointment, the HR Technician will take off gloves and put on a new pair. The Technician will also wipe the following:
 - o The fingerprint machine (per guidance from Intego);
 - o The credit card machine;
 - o Surfaces (in front of the technician and where individual sat); and
 - o Pens (or other writing equipment used).
10. HR Technician will text/call the next individual that she is ready for them to enter the building and meet them at the front door.

Contacts:

- **Nicole Hubler** (NH) (734) 994-8100, Ext. 1310
HR Specialist
- **LaShonda Taylor** (LT) (734) 994-8100, Ext. 1316
HR Technician III
- **Karen Waitz** (KW) (734) 994-8100, Ext. 1312
HR Technician III
- **Aureonna Kirvan** (AK) (734) 994-8100, Ext. 1313
HR Technician III
- **Becky Mullins** (BM) (734) 994-8100, Ext. 1314
HR Supervisor
- **Cassandra Harmon-Higgins, Esq.** (CHH) (734) 994-8100, Ext. 1311
Executive Director

HR Issues (A - Z)

WHO CAN HELP?

● Absence Management (Frontline) District Administrator	AK
● ADA Compliance/Coordinator	CHH
● Affidavit of Assignment Agent for WISD	LT
● Applitrak County Administrator	BM
● Badge Request (New/Replacement)	KW
● CBA Negotiation/Interpretation	CHH
● Criminal History Record Information (“CHRI”) Determination Submission	NH
● Certifications (Administrator and Professional Staff)	BM
● Collective Bargaining Agreement (CBA) Administration	CHH
● Compliance Coordinator (District)	CHH
● Contract Retention/Scanning	KW
● Contracts	CHH
● Degree/Step Change	NH
● Department Budget	CHH
● Education Credits (Unit I)	CHH
● EDUStaff Dashboard Manager	LT
● EDUStaff Feedback Form Submission	KW
● EDUStaff Payroll Contact	KW
● Employee Absence (Extended Leave)	AK
● Employee Directory	BM
● Employment Verification	NH
● Extended School Year (ESY) Absences	AK/KW
● ESY Application	NH
● Exit Employee Interviews/property collection	BM
● Fingerprinting Invoices	AK
● Fingerprinting Journal Entries	KW
● Fingerprinting Office (Primary Contact)	LT
○ Dissemination	
○ Fingerprinting Technicians	LT/KW/AK
○ Receiving/Maintaining	
● Fingerprint Registry/ Live Scan Data Entry	AK
● Flex Time Sheet Submission (Unit II)	AK
● FMLA (Legal Inquiries)	CHH
● FMLA Request/Coordination	NH
● FOIA (Legal Inquiries)	CHH
● HR Credit Card Reconciliations	KW
● HR Mail Receipt/Distribution	KW
● HR Supply Requests/Ordering	KW
● ICHAT (Internet Criminal History Access Tool) Checks	AK
● Internships	NH
● Interview Planning	NH
● Injury Reporting (Staff and Substitutes)	BM
● Interviews (1st Round)	BM
● Interviews (2 nd /3rd Round)	CHH
● Investigations	CHH
● Job Postings	NH
● Jury Duty Submission	NH
● Leave Request - Emergency Family Medical Leave Expansion Act	CHH
● Leave Request - Emergency Paid Sick Leave Act	CHH

● Legal Issues / Litigation	CHH
● Let's Talk Inquiries	BM / CDHH
● LifeLong Learning Credits	CHH
● Loan Forgiveness	NH
● Mentoring Submission (Unit II)	NH
● New Hire Coordination	NH
● New Hire Drug Screens	NH
● New Hire Orientation Inquiries	KW
● New Hire Physicals	NH
● New World Inquiries	BM
● Onboarding Inquiries	KW
● PA 189 Releases	CHH
● Payroll Authorizations	NH
● Payroll Compensation Adjustments	BM
● PERA Requests	CHH
● Personnel Record File Reviews	NH
● Policy Committee	BM / CHH
● Poster Updates (LARA)	BM
● Purchase Orders	KW
● Record Request Submission	NH
● Reference Checks (New Hires)	AK
● REP (Registry of Educational Personnel)	BM
● Resignations	NH
● Retirement	NH
● Safe Schools Administrator	BM
● Security Access Assistant	LT
● Standards for Success (Evaluation Tool)	BM
● Sick Leave Donation - Administration	BM / CDHH
● Staffing (Changes, etc.)	NH
● Student Record Request Submission	NH
● Student Teacher Placement Submission	NH
● Substitute Coordination	AK
● Substitute Permit Verification	BM
● Subpoenas	CHH
● Summer School Absences	KW
● Tenure	CHH
● Timesheet (Reconciliation)	AK
● Unemployment	BM
● Webpage (HR & Legal) updates	BM
● Workers Compensation	BM
● Volunteers	NH

Pupil Auditing

Plan Overview:

This plan has 3 steps from restricted onsite access to regular normal operations depending on the local, state, and federal guidelines for access and staff protection protocols. This implementation includes one team. While taking into account where workspaces are not conducive to maintaining physical distancing, the following options will be utilized:

- Encourage teleworking
- Stagger work shifts
- Adjust physical workspaces
- Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance
- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance in the Exposure Determination section of the Plan.

Team	Members	SubTeam (if applicable)	Risk Category
A	Monica Hill		Low
A	Julie Ziesemer		Low

Step 1: Remote work determination

Onsite access limited to staff only to use copy machines, printers, scanners or to access onsite records. Audits to be conducted via online methodologies. Some record pick-ups may be necessary from some schools.

- Offsite supports required: No additional supports needed at this time.

Step 2: In-Person Work with COVID Protocols in Place

Onsite access on a more regular basis. The pupil auditing staff are often not in the office during Step 3 due to audit commitments, so there will be little consistency to their presence in the office. Both staff are in workstations with more than six feet of distance from other employees or there are physical barriers in place. Audits will still be conducted primarily remotely but could include some in-person visits if necessary; COVID protocols will be utilized for these visits.

Step 3: Full Staffing with No COVID Protocols

Return to normal schedule of working on- and off-site. Field audits would be performed at LEAs or remotely if that is the LEAs preference. Desk audits would be performed in the office or remotely.

Contacts:

For questions regarding the plan:

Brian Marcel

Interim Associate Superintendent, Administrative & Support Services

bmarcel@washtenawisd.org

734-994-8100 x 1402

For questions for the Pupil Auditing Department:

Monica Hill

Pupil Auditing Specialist

mhill@washtenawisd.org

734-994-8100 x 1411

Special Education

Plan Overview:

The Special Education Department reopening plan has two (2) steps from restricted onsite access to regular normal operations depending on the local, state, and federal guidelines for access and staff protection protocols. This implementation includes one team divided to support onsite functions. As the plan progresses teams are combined to allow more onsite support in each area throughout the week. While taking into account where workspaces are not conducive to maintaining physical distancing, the following options will be utilized:

- Encourage teleworking
- Stagger work shifts
- Adjust physical workspaces
- Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance
- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance set forth in [Appendix A](#).

Team	Members	Risk Category	Onsite Day
A	Cherie Vannatter	Low risk	3-4 days/wk (varies)
A	Deborah Hester-Washington	Low risk	As needed per work calendar
A	Becky Ralls	Low risk	As needed per work calendar
A	Melissa Paschall	Low risk	As needed per work calendar
Team	Members	Risk Category	Onsite Day
B	Anne Fortunato	Low risk	Wednesday and as needed per work calendar
B	Nancy Blair	Low risk	As needed per work calendar
Team	Members	Risk Category	Onsite Day
C	Lana Steibe	Low risk	First workday of each month and as needed per work calendar
C	Medicaid support	Low risk	As needed per work calendar
Team	Members	Risk Category	Onsite Day

D	LRE TCs	Low risk	As needed if working ESY, or not until August 23
D	VI TCs	Low risk	As needed if working ESY, or not until August 23
D	DHH TCs	Low risk	As needed if working ESY, or not until August 23

Step 1

Onsite Rotation: [Description - i.e. Daily presence in department - Each staff member is onsite 3-4 days per week **with** social distancing]

Monday	Tuesday	Wednesday	Thursday	Friday
Team A, B & C	Team A, B & C	Team A, B & C	Team A, B & C	Team A, B & C

- Offsite supports required:
 - Communications
 - Email
 - Phone
 - Quick Response
 - Fax
 - Mail
 - Device & Access
- Onsite supports required:
 - PPE
 - Physical Restrictions

Step 2

Onsite Rotation: [Description - i.e. Safe to return to onsite **without** social distancing]

Monday	Tuesday	Wednesday	Thursday	Friday
Teams A, B, C & D	Teams A, B, C & D	Teams A, B, C & D	Teams A, B, C & D	Teams A, B, C & D

- Offsite supports required:
 - Communications
 - Email
 - Phone
 - Quick Response
 - Fax
 - Mail
 - Device & Access:
- Onsite supports required:
 - PPE
 - Physical Restrictions

Contacts:

Deborah Hester-Washington
Special Education Director

washington@washtenawisd.org

734-994-8100 x 1530

Cherie Vannatter

Interim Deputy Superintendent

cvannatter@washtenawisd.org

734-994-8100 x 1530

Technology

Plan Overview:

This reopening plan has six phases from restricted onsite access to regular normal operations depending on the local, state, and federal guidelines for access and staff protection protocols. This implementation includes teams divided to support onsite functions by an individual on each technology functional team (Data, Infrastructure, LEA and Admin support). As the plan progresses teams are combined to allow more onsite support in each area throughout the week. While taking into account where workspaces are not conducive to maintaining physical distancing, the following options will be utilized:

- Encourage teleworking
- Stagger work shifts
- Adjust physical workspaces
- Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance
- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Teaming Structure:

Risk Category is determined based on the OSHA Opportunity Risk guidance.

Team Assignments based on alternating stations and spanning services across subteams.

Members	IT Team	Risk Category
Bill C	Desktop	Medium
Mike M	Server	Low
Brandon R	Infrastructure	Low
Archana B	Admin	Medium
David S	Data	Low
Solomon Z (rotating at LEA as needed)	Data - Application	Low
Renee P	Data	Low
Merri Lynn C	Admin	Medium
Andrew H	Admin	Medium
Dan E	Desktop	Medium
Vacancy	Desktop	Medium
Nahal M / Chuck S (rotating with LEA team)	Server	Low
Maulik P	Infrastructure	Low

Emily G	Admin	Medium
Stephanie G	Data - Application	Low
Ryan L	Data - Application	Low
Melissa D	Data - Application	Low
Leslie H	Data - Application	Low

Phased Implementation: Gradual Return to In Person Work Implementation Phases:

REMOTE: All staff required to be fully remote as directed through Federal, State or Local mandate.

Onsite access limited to essential staff only to maintain and troubleshoot systems.

- Offsite supports required:
 - Laptop with Internet access & VPN/Duo
 - IP communicator for phones
 - Zoom for meetings
 - TEAMS for online chat
 - Office 365, Google, BaseCamp

ESSENTIAL FUNCTIONS: Increased onsite capacity to meet essential business functions as allowed with Federal, State and Local mandates

- Onsite Rotation: Daily Presence by department - Each staff member is onsite 1-2 days per week with social distancing

Data Team

Monday	Tuesday	Wednesday	Thursday	Friday
	Stephanie			

Infrastructure Team

Monday	Tuesday	Wednesday	Thursday	Friday
Bill	Bill Mike Dan	Brandon	Bill Dan	Maulik

Admin Team

Monday	Tuesday	Wednesday	Thursday	Friday
Andrew	Merri Lynn Archana			

LEA Team

Monday	Tuesday	Wednesday	Thursday	Friday

Cohort teams for LCS and YCS	Cohort teams for LCS and YCS	Cohort teams for LCS and YCS	Cohort teams for LCS and YCS	Cohort teams for LCS and YCS
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- Offsite supports required: Laptop, Internet access, IP communicator for phones, Zoom for meetings, TEAMS , VPN, Duo, Office 365, Google, BaseCamp
- Onsite supports required:
 - Masks, gloves
 - Cleaning kit: Alcohol wipes, disinfecting wipes/ spray, hand sanitizer, tissue
 - No cross-team connections (if other team members is on-site, do not gather same spaces)

REGULAR BUSINESS with Federal, State or Local restrictions

- **Onsite Rotation:** Safe to return to onsite 2-4 days with social distancing and masking

Data Team

Monday	Tuesday	Wednesday	Thursday	Friday
David	Stephanie Leslie Melissa	Renee David	Stephanie Leslie Melissa	Ryan
Solomon - YCS	Solomon - YCS	Solomon - YCS	Solomon - YCS	Solomon - YCS
Gretchen - Remote, Onsite as needed				

Infrastructure Team

Monday	Tuesday	Wednesday	Thursday	Friday
Bill Brandon Nahal	Bill Brandon Dan Maulik Mike	Brandon Dan Maulik Mike	Bill Dan	Maulik Mike

Admin Team

Monday	Tuesday	Wednesday	Thursday	Friday
Andrew Emily	Merri Lynn Archana	Andrew Emily	Merri Lynn	Andrew Archana

LEA Team

Monday	Tuesday	Wednesday	Thursday	Friday
Cohort teams for LCS and YCS	Cohort teams for LCS and YCS	Cohort teams for LCS and YCS	Cohort teams for LCS and YCS	Cohort teams for LCS and YCS

- Offsite supports required: Laptop, Internet access, IP communicator for phones, Zoom for meetings, TEAMS, VPN, Duo, Office 365, Google, BaseCamp
- Onsite supports required:
 - Cleaning kit: Alcohol wipes, disinfecting wipes/ spray, hand sanitizer, tissue

FULLY OPEN for Regular Business - No Federal, State, or Local Restrictions

Onsite Rotation: Operations as Normal with Work from Home options as determined by Agency Exec Admin or Board Policy.

Resources:

- Technology Services Website
- WISD Technology Blog Site for tech tips, PD recordings, and announcements
- Helpdesk -

If you are experiencing a technical problem please navigate to the CSR Ticket Login Page and enter your WISD network username and password in the appropriate fields. After you login, create a ticket describing the problem. The tickets generated by the system send alerts to everyone in Technology, so we will see your ticket and respond.

If your problem is an emergency, call us at x1286 (734-994-8100 x 1286). The phones are manned M-F; 7:30 a.m. to 5 p.m.

- Parent/Guardian Technical Assistance Line: 734-994-8857
- Available appointments for technology pick up and drop off available on the website

Contacts:

<p>Merri Lynn Colligan Chief Information Officer mcolligan@washtenawisd.org 734-994-8100 x 1281</p>	<p>Andrew Hahn Supervisor, Technology & Data Services ahahn@washtenawisd.org 734-994-8100 x 1292</p>
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Extended School Year Programs

ESY: High Point

Continue providing services via remote learning and individualized instruction with High Point and Local-Based Classrooms. Staff who are providing services in-person will follow all safety protocols per Washtenaw Public Health recommendations, WISD COVID-19 data metrics and following the WISD COVID-19 Preparedness and Response Plan. The assigned special education supervisor will be the COVID site supervisor.

Teaming Structure

Risk Category is determined based on the OSHA Opportunity Risk guidance.

Team Assignments based on classroom assignments and roles across sub-teams.

Team Member	Position	Risk Category
Ashley Jackson	Office Professional	Low

Team Member	Position	Risk Category
Cherie Vannatter	Assistant Superintendent	Medium
Jennifer Parrelly	Supervisor	Medium
Julie Voelker	Supervisor	Medium

Team Member	Position	Risk Category
Heidie Marie Cobb	Teacher	Medium
Kristen West	Teacher	Medium
Nancy Davis	Teacher	Medium
Orlando Nunn	Teacher	Medium
Joanne McKelvie/Rebecca Wittekindt	Teacher	Medium
Krista Higgins	Teacher	Medium

Jeff Brown	Teacher	Medium
Michelle Manthei	Teacher	Medium
Megan Boulard	Teacher	Medium
Jill Burch	Teacher	Medium
Erin Sanford	Teacher	Medium
Wendy Martin	Teacher	Medium

Erin Kingsley	Teaching Assistant	Medium
Michelle Johnson	Teaching Assistant	Medium
Janay Morrow	Teaching Assistant	Medium
Rebecca Witham	Teaching Assistant	Medium
Kristin DiBlassio	Teaching Assistant	Medium
Chelsea Slovinski	Teaching Assistant	Medium
Alejandra Stevenson	Teaching Assistant	Medium
Erika Gibson	Teaching Assistant	Medium
Sally Lewandowski	Teaching Assistant	Medium
Robyn Hill	Teaching Assistant	Medium
Elizabeth Dombach	Teaching Assistant	Medium
Carrie Gould	Teaching Assistant	Medium
Kim Samson	Teaching Assistant	Medium
Katelyn DaMour	Teaching Assistant	Medium
Shaun Lewandowski	Teaching Assistant	Medium
Aaron Allred	Teaching Assistant	Medium
Kevin Elzinga	Teaching Assistant	Medium
Herman Gibbs	Teaching Assistant	Medium
Nupur Raychaudhuri	Teaching Assistant	Medium
Gwen Dickerson	Teaching Assistant	Medium

JoAnn McCollum	Teaching Assistant	Medium
Theresa Roberds	Teaching Assistant	Medium
	Teaching Assistant	Medium
	Teaching Assistant	Medium
	Teaching Assistant	Medium
	Teaching Assistant	Medium
	Teaching Assistant	Medium
	Teaching Assistant	Medium
	Teaching Assistant	Medium

Building Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Office Professional	Office Professional	Office Professional	Office Professional	Office Professional
1 Supervisor or Assistant Superintendent	1 Supervisor or Assistant Superintendent	1 Supervisor or Assistant Superintendent	1 Supervisor or Assistant Superintendent	1 Supervisor or Assistant Superintendent

Monday	Tuesday	Wednesday	Thursday	Friday
All Teachers	All Teachers	All Teachers	All Teachers	
All Teaching Assistants	All Teaching Assistants	All Teaching Assistants	All Teaching Assistants	
Ancillary Staff	Ancillary Staff	Ancillary Staff	Ancillary Staff	
50% of students	50% of students	50% of students	50% of students	Friday programming on 8/6 only 50% of students

ESY: Red Oak

The assigned special education supervisor will be the COVID site supervisor.

Teaming Structure

Risk Category is determined based on the OSHA Opportunity Risk guidance.

Team Assignments based on desk location, classroom assignments, and roles across sub-teams.

Members	Red Oak	Risk Category
Lyn Arons/Jen Parrelly/Julie Voelker/Cherie Vannatter	Admin	Low
OP2 Lori Martin	Admin	Med
Members	Red Oak	Risk Category
Classroom A: Claudia Doudney	Advisor/Teacher	Med
Classroom B: Terry Weaver	Advisor/Teacher	Med
Kevin Sledge	TA	Med
Tyler Hooper	TA	Med
Matt Hescheles	TA	Med
Donna Elford	TA	Med
Kathy Forhan	TA	Med

Josh Stokes	TA	Med
Maggie Valle	TA	Med
Collette Roberts	TA	Med
Joani Laginess	Interpreter	Med
Mandalynn George	Interpreter	Med
Deisy Santos	TA	Med
Chelsea Oliviero	TA	Med
Michele Jones	TA	Med
Laurie Raus	TA	Med
Grant Lawrence	TA	Med
Carl Ebach	TA	Med
Related services	PT/OT/Nursing/Speech/ SW/Behavior Spec	Med
Support staff with offices at Red Oak	YAP/Speech/DHH TCs/	Med

ESY

Continue students' remote learning and individualized instruction with YA (outside and community). **CONTINUE YA AND STAFF return to Red Oak. Full hybrid model including 50% of YA (approximately 20-25) per day.** Staff and student onsite and face to face in Red Oak or community visits **with** safety protocols per Washtenaw Public Health recommendations, WISD COVID 19 data metrics, and following WISD COVID 19 Preparedness and Response Plan.

Monday	Tuesday	Wednesday	Thursday	Friday
Office Professional	Office Professional	Office Professional	Office Professional	Office Professional, Remote work, Red Oak as needed, onsite August 6

	Monday	Tuesday	Wednesday	Thursday	Friday
Staff	A, B Onsite All staff	A, B Onsite All staff	A, B Onsite All staff	A, B Onsite All staff	No Staff, except August 6: A, B all staff onsite
Students	Hybrid – 50% of YA	Hybrid – 50% of YA	Hybrid – 50% of YA	Hybrid – 50% of YA	No students, except August 6: A, B 50% Hybrid

ESY: Liberty

The assigned special education teacher will be the COVID site supervisor.

Plan Overview

This reopening plan has two steps from restricted onsite access to regular normal operations depending on the local, state, and federal guidelines for access and staff protection protocols. This implementation includes While considering where workspaces are not conducive to maintaining physical distancing, the following options will be utilized:

- o Adjust physical workspaces
- o Practice proper hand hygiene, environmental cleaning and disinfection in accordance with public health guidance

- Wear a face covering in common areas or worksites where physical distancing may be difficult to maintain

Facilities Overview:

- Cleaning Plans and Schedules
- PPE Supplies list and locations
- Signage and Visual Prompts - marking for social spacing and traffic flow
- Health screener protocols, both staff and students
- Protocols for student/ staff movement throughout the buildings/classrooms
- Individual Socially distanced Student Stations in each program
- Isolation space in each program.
- Entry processes and requirements posted

Teaming Structure

Risk Category is determined based on the OSHA Opportunity Risk guidance in [Appendix A](#). Team Assignments based on alternating stations and spanning services across sub-teams.

Team	Members	Program	Risk Category
A	So Ye Yang - Teacher	Liberty YA	Medium
A	Michael Graulich - TA	Liberty YA	Medium
A	Jessica Hunter - TA	Liberty YA	Medium
B	Nurse	Liberty YA	Medium/High
B	OT	Liberty YA	Medium
B	SLP	Liberty YA	Medium
B	PT	Liberty YA	Medium
B	SW	Liberty YA	Medium

Step 1:

Onsite Rotation: Daily Presence by all staff - with social distancing

Monday	Tuesday	Wednesday	Thursday	Friday	
A	A	A	A	A	
Students	Hybrid – 50% of YA	Hybrid – 50% of YA	Hybrid – 50% of YA	Hybrid – 50% of YA	No students, except August 6

Staff and student capacity not greater than facility allows for 6 feet of distancing. Teacher and TAs on site each day student(s) are present. Support Staff on site as determined by individual student needs.

- Offsite supports required: Laptop/Chromebook/iPad/Personal Device, Internet access, Zoom for meetings, Duo, Office 365, Google, Google Classroom
- Onsite supports required:
 - Masks, gloves
 - Cleaning kit: Alcohol wipes, disinfecting wipes/ spray, hand sanitizer, tissue

Step 2

Onsite Rotation: Safe to return to onsite without social distancing

	Monday	Tuesday	Wednesday	Thursday	
Staff	A, B Onsite All staff	A, B Onsite All staff	A, B Onsite All staff	A, B Onsite All staff	
Students	Hybrid – 50% of YA	Hybrid – 50% of YA	Hybrid – 50% of YA	Hybrid – 50% of YA	No students, except August 6

- Offsite supports required: Laptop/Chromebook/iPad/Personal Device, Internet access, Zoom for meetings, Duo, Office 365, Google, Google Classroom

Contact:

Rebekah Ralls
 Special Education Supervisor
 734-994-8100 ext. 1530

APPENDIX B: Building Access Protocol

To gain access to a WISD facility during the COVID-19 pandemic, please complete the following steps:

- 1.) Check with your supervisor.
 - a.) Before coming to your workplace, you must:
 - i.) Have a designated day and time to come on-site as part of your department's specific plan, or
 - ii.) Get permission from your supervisor to visit your workplace for a specific purpose.

- 2.) Complete the Health Screener Form via Script.
 - a.) Complete the online screener form no more than 24 hours in advance of coming to the office.
 - b.) This must be completed in advance of each visit to the office.
 - c.) If you are permitted to access the facility, you will receive a Green Pass and will receive an email notifying you of your permission to be in the building. If you receive a message other than a Green Pass, follow the steps identified by the screening tool.

- 3.) Sign in upon arrival.
 - a.) At this time, all staff visiting the TLC must enter at the boardroom doors. Remember to wear your face mask when you enter.
 - b.) Upon arrival at your work location, sign in with your name and time of arrival, and sign out when you leave. Hand sanitizer is available at the sign-in station.

- 4.) Practice health and safety measures.
 - a.) Wear a mask or face shield when you are in common areas, such as hallways, restrooms, and the copy room.
 - b.) Masks are not required if you are at your desk and more than 6 feet apart from someone else.
 - c.) Maintain physical distancing (6 feet apart).
 - d.) Wash your hands frequently.

APPENDIX C: Work from Home Guidelines

Approval of Work From Home Guidelines (WFHGs) at Washtenaw Intermediate School District is at the discretion of the supervisor. To simplify the language in this agreement, we will use the word telecommuting to refer to work done in locations other than the District designated worksite. WFHGs must be responsive to changing needs and will be reviewed at least annually to ensure the business needs are being met. WFHGs may be terminated with reasonable notice at the discretion of the supervisor. WFHGs should not be considered permanent. All supervisors are expected to consider all formal proposals for flexible work arrangements objectively and fairly, but are not required to grant approval. An objective consideration of WFHGs is intended to ensure an equitable process, but does not guarantee similar outcomes among employees due to differences in job roles, job performance and departmental operations. Therefore, some employees will not be able to take advantage of WFHGs.

APPENDIX D: Request for Reasonable Accommodation

I. INSTRUCTIONS: Complete before providing this form to Human Resources.

Date: _____

Name: _____
 First Middle (optional) Last

Position: _____

Department: _____

Supervisor: _____

II. DISABILITY

Medical Condition(s):

III. REQUESTED ACCOMMODATION:

1. I attest to that I have requested and reviewed my position description.

___ Yes ___ No

2. Please provide the reason(s) why you are requesting an accommodation. Include a description of the essential functions of your job that you currently are unable to perform and explain how the requested accommodation(s) will enable you to perform those essential functions of your job.

3. If you are requesting an adjusted/reduced schedule, please specify the requested schedule (days and hours):

4. How long will the requested accommodation(s) be needed.

5. Please attach to this form any documentation that you believe supports your need for the requested reasonable accommodation. Please also provide any other information that you believe is relevant to your request.

IV. PHYSICIAN CONTACT INFORMATION (Please provide name, address, telephone and fax numbers.)

I certify that the information contained on this form and submitted with this form is true and correct.

Signature: _____

Date: _____