COVID-19 Preparedness and Response Plan
(Executive Order 2020-142 District Preparedness Plan Template)

Revised 5:00PM
07/31/20

Name of District: Conductive Learning Center of North America
(formerly known as Conductive Learning Center)

Address of District: 2401 Camelot Ct SE, Grand Rapids, MI 49546
(formerly located at 2428 Burton St SE, Grand Rapids, MI 49546)

District Code Number: 03141

Web Address of the District: www.conductivelearningcenter.org

Name of Intermediate School District: KENT ISD

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

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

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

**Preparedness Plan Assurances**

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

- The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).

- The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.

- The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.

- The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.

- The District assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan,
including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.

- The District assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will suspend athletics, after-school activities, inter-school activities, and busing.

- The District assures that during Phase 1, 2, or 3 of the Michigan Safe Start Plan it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.

- The District assures that in Phases 1, 2, or 3 of the Michigan Safe Start Plan it will provide for the continuation of food distribution to eligible students.

- The District assures that during Phase 4 of the Michigan Safe Start Plan it will prohibit indoor assemblies that bring together students from more than one classroom.

- The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

**Preparedness Plan**


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

**A.** The policies and procedures that the District will follow when the region in which the district is located is in Phases 1, 2, or 3 of the Michigan Safe Start Plan.

1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student's parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

Conductive Learning Center of North America (CLC) is a nonpublic school and is not required to submit this portion of the Preparedness Plan.

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

1. **Face coverings** (p. 22)
a. Please describe how the district will implement requirements for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:

i. All staff and all students in grades preK-12 when on a school bus.
ii. All staff and all students in grades preK-12 when in indoor hallways and common areas.
iii. All staff when in classrooms.
iv. All students in grades 6 and up when in classrooms.
v. All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

CLC will require all who enter the building – including staff - to wear face coverings except during mealtimes when social distancing will be kept. Signs noting this requirement will be posted at each entrance and staff will enforce this expectation. CLC will provide appropriate facial coverings for all staff; however, homemade masks may be worn if washed daily. Level one surgical masks will be disposed of at the end of each day, if worn. Because we are a program for special education students, CLC staff will be encouraged to wear clear masks in the classroom whenever possible to allow for more facial visibility.

CLC is a specialized program exclusively for those with significant motor challenges due to neuromotor disorders – primarily cerebral palsy and other conditions with similar symptoms. Because of this, our students have challenges controlling their oral motor function, head and neck movements, and gross and fine motor skills are considerably impacted.

Because of these concerns, all students are exempt from the face covering requirement due to medical tolerance and significant challenges with motor skills that would result in difficulties adjusting and removing a mask safely and independently.

For the safety of our students, we have re-designed drop-off and pick-up procedures to drastically reduce traffic in common spaces of the school and students will primarily stay within their own classroom setting with a small cohort throughout the day. Because of the small class size, social distancing between classmates will be maintained as much as possible.

No school-wide assemblies or gatherings between classes will be allowed at this time.
We do not provide transportation for students, so this aspect does not apply to our program.

2. Hygiene

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

CLC will continue to provide the means and supplies needed to support healthy hygiene habits for students and staff during the day through the teaching of proper handwashing techniques (for a minimum of 20 seconds) with soap and water, as well as the safe use of approved hand sanitizing solutions (minimum of 60% alcohol). Staff and students will continue to be educated regarding proper ways to cover coughs and sneezes e.g. by coughing into the elbow when possible, using tissues, etc. Used tissues will be disposed of in the trash immediately and hands will be washed using appropriate techniques.
As always, signs will be posted within each classroom that promote good hygiene habits for all who enter.

3. Cleaning

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

Staff will be responsible for cleaning frequently touched surfaces within classrooms and common areas in use every four hours using an EPA-approved disinfectant or diluted bleach solution. This includes light switches, doors, benches, and bathrooms. Students will stay within their own classroom for the majority of their day and desks/tables will be wiped down with an EPA-approved disinfectant with each student’s use. Our school does not currently have a library, other shared learning spaces or an outdoor playground.

Staff will ensure that all cleaning and disinfecting supplies are used and stored properly – secured and away from students. Products will be used with adequate ventilation. Staff will wear gloves, a surgical mask and a face shield when completing any cleaning activity.

4. Athletics

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

N/A. Our school/student population does not participate in extra-curricular athletics.

5. Screening

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

All individuals who enter the building will be screened. Temperatures will be taken and a series of questions will be asked regarding the presence of symptoms (fever of greater than 100.4, cough, congestion, sore throat, body aches, fatigue, shortness of breath, vomiting, diarrhea) in accordance with guidance from the Kent County Health Department.

For students who begin to develop any of these symptoms during the school day, a quarantine area will be utilized with a designated staff member to care for the student until they are picked up. Due to the specialized student population that we serve, the child will not be required to wear a face covering; however, staff within that area will wear be required to wear an N95 mask. These students will be required to stay home until they have had a negative test or have fully recovered according to CDC guidelines.

Staff will conduct daily self-screening prior to work including a temperature check. They will stay home if they have a fever greater than 100.4 or are demonstrating any respiratory/gastrointestinal symptoms.
6. Testing

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

CLC will follow the Kent County Health Department’s recommendations for implementing protocols for screening for staff and students.

Students that develop a fever or other COVID-19 symptoms while at school will be transported by their parent/guardian, emergency contact or ambulance (if clinically unstable) for off-site testing.

Any staff member or student that is symptomatic will be sent home and kept at home until they have tested negative for COVID-19 or have met CDC guidelines for release from isolation.

In the event that there is a confirmed positive case of COVID-19 within our school population, CLC will notify the Kent County Health Department and will follow all recommendations and requirements. All CLC families will be notified in order to allow for closer observation of any symptoms at home. Immediate efforts will be made to notify any who were in close contact with the individual who has tested positive (any person who spent more than 15 minutes within a six foot proximity). These individuals will be required to quarantine at home for 14 days. All students and staff will be required to closely monitor for symptoms and follow the guidelines set forth by the Kent County Health Department.

Additionally, parents/guardians will be encouraged to check the students’ temperature at home each morning and monitor for symptoms of COVID-19. They will be required to keep their child home if any of these symptoms are unexplained, follow-up with their primary care provider, and consider testing.

7. Busing and Student Transportation

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

N/A. CLC does not provide busing or any kind of transportation for students. All students are transported to and from the school by a parent/guardian/emergency contact.

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

CLC will maintain the same policies and procedures for operations in both Phase 4 and Phase 5 of the Michigan Safe Start Plan. See above questions regarding Phase 4 policies and procedures.

1. Indicate which highly recommended protocols from the Return to School Roadmap the district will include in its Preparedness Plan when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.
PPE: CLC staff will wear facial coverings at all times — except for meals when social distancing measures will be observed. Those staff members who cannot medically tolerate wearing a mask will be exempt with a doctor's note. CLC will provide appropriate facial coverings for all staff; however, homemade masks may be worn if washed daily. Level one surgical masks must be disposed of at the end of each day. Because we are a program for special education students, CLC staff will be encouraged to wear clear masks in the classroom whenever possible to allow for more facial visibility.

Because our students are all considered to have special needs with unique medical considerations and delayed fine motor skills, all are exempt from the facial covering requirement. Students will remain primarily in their own classrooms with their own cohort throughout the day and social distancing will be observed between students. Common areas will be avoided and newly developed drop-off and pick-up procedures have been designed to significantly reduce situations where social distancing between students would not be possible.

Hygiene: CLC will continue to provide the means and supplies to support healthy hygiene habits for students and staff during the day through the teaching of proper handwashing techniques (for a minimum of 20 seconds) with soap and water, as well as the safe use of approved hand sanitizing solutions (minimum of 60% alcohol). Staff and students will continue to be educated regarding proper ways to cover coughs and sneezes e.g. by coughing into the elbow when possible, using tissues, etc. Used tissues will be disposed of in the trash immediately and hands will be washed using appropriate techniques.

Students and staff will not be changing classrooms throughout the day. As always, signs will be posted within each classroom that promote good hygiene habits for all who enter.

Screening Students, Staff, Guests: CLC will utilize a designated quarantine area in the event that a student becomes ill and a designated staff member will remain the student until he/she is picked up from school. Due to our students' special needs and medical considerations, they will not be required to wear an N95 mask; however, the staff person caring for the child will be required to wear an N95 mask during that time.

Students who are symptomatic will be sent home and will be required to stay home until they have tested negative or recovered fully according to CDC guidelines.

Strict records will be kept — including date and time — of all non-school employees who enter and exit the building. All guests will be screened for symptoms of COVID-19 and temperatures will be taken upon entry.

Testing Protocols for Students and Staff and Responding to Positive Cases:
CLC will follow the Kent County Health Department’s recommendations for implementing protocols for screening for staff and students.

Students that develop a fever or other COVID-19 symptoms while at school will be transported by their parent/guardian, emergency contact or ambulance (if clinically unstable) for off-site testing.

Any staff member or student that is symptomatic will be sent home and kept at home until they have tested negative for COVID-19 or have met CDC guidelines for release from isolation.
In the event that there is a confirmed positive case of COVID-19 within our school population, CLC will notify the Kent County Health Department and will follow all recommendations and requirements. All CLC families will be notified in order to allow for closer observation for any symptoms at home. Immediate efforts will be made to notify any who were in close contact with the individual who has tested positive (any person who spent more than 15 minutes within a six-foot proximity). These individuals will be required to quarantine at home for 14 days. All students and staff will be required to closely monitor for symptoms and follow the guidelines set forth by the Health Department.

Additionally, parents/guardians will be encouraged to check the students’ temperature at home each morning and monitor for symptoms of COVID-19. They will be required to keep their child home if any of these symptoms are unexplained, follow-up with their primary care provider, and consider testing.

**Responding to Positive Tests Among Staff and Students:**
In the case of a positive test among staff or students, Kent County Health Department will be contacted immediately as well as staff and families. This notification process will maintain confidentiality that is consistent with the Americans with Disabilities ACT (ADA) and any other applicable privacy laws. Staff will be given guidance regarding these confidentiality requirements. CLC staff will cooperate fully with Kent County Health Department in order to support contract tracing. Anyone that has been in close contact with the student or staff member (within 6 feet for 15 minutes or more) will be asked to self-quarantine for 14 days after exposure. We will comply with recommendations for the Kent County Health Department regarding others that may need to also self-quarantine.

Any school employees with a confirmed case of COVID-19 can only return to CLC after they are no longer infectious according to Kent County Health Department requirements.

**Food Service, Gathering, and Extracurricular Activities:** N/A. Our program does not provide food service for students – all students bring food from home to eat within their own classroom. Students and staff will be required to wash hands before and after every meal. Our school will not be hosting gatherings at this time or utilizing field trips for instruction.

**Athletics:** N/A. Our school/students do not participate in any extra-curricular athletic activities.

**Cleaning:** Staff will be responsible for cleaning frequently touched surfaces within classrooms and common areas in use every four hours using an EPA-approved disinfectant or diluted bleach solution. This includes light switches, doors, benches, and bathrooms. Students will stay within their own classroom for the majority of the day. Our school does not currently have a library, shared classroom spaces or an outdoor play-ground. Staff will ensure that all cleaning and disinfecting supplies are used and stored properly - secured and away from students. Products will be used with adequate ventilation. Staff will wear gloves, a surgical mask, and a face shield when completing any cleaning activity.

**Busing and Student Transportation:** N/A. Our program does not provide any transportation services for students.
Medically Vulnerable Students and Staff: CLC is a specialized program for students with motor challenges. Our staff will remain current regarding each student’s individualized plans/needs and make all necessary accommodations. Families and staff will be able to self-identify as at increased risk for complications/severe illness due to COVID-19 with the opportunity to request alternative learning arrangements or work reassignments as needed.

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

CLC will implement all highly recommended protocols that are applicable to our student population (only excluding those related to athletics, transportation and outdoor playground equipment).

Additionally, due to our students’ physical needs, staff will be unable to maintain 6 feet of distance from students at all times as they require physical help to complete many daily activities. Small class sizes will allow for adequate social distancing between students within each group and students will remain in their own class cohort throughout the day.

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

As our policies and procedures will remain the same in both Phase 4 and Phase 5, please see above: CLC will implement all highly recommended protocols that are applicable to our student population (only excluding those related to athletics, transportation, and outdoor playground equipment).

Additionally, due to our students’ physical needs, staff will be unable to maintain 6 feet of distance from students at all times as they require physical help to complete many daily activities. Small class sizes will allow for adequate social distancing between students within each group and students will remain in their own class cohort throughout the day.

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: 8/11/2020
Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [Signature]

Link to the approved Plan posted on the District/PSA/nonpublic school website:

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

www.conductivelearningcenter.org

Name of District/PSA/Nonpublic Leader Submitting Plan: Andrea Benyovszky

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: 8/11/2020

Date Submitted to State Superintendent and State Treasurer: 8/11/2020