

Ann Arbor Learning Community COVID-19 Preparedness and Response Plan

Address of School District: 4377 Textile, Ypsilanti, MI 48197

District Code Number: 81904

Building Code Number(s):

District Contact Person: Teresa Woods

District Contact Person Email Address: Teresa@annarborlearningcommunity.org

Local Public Health Department: Washtenaw County Public Health

Local Public Health Department Contact Person Email Address: [Rebekah Warren l-wchdcontact@washtenaw.org](mailto:Rebekah.Warren@washtenaw.org)

Name of Intermediate School District: Washtenaw County Public Health

Name of Authorizing Body: Eastern Michigan University


Date of Adoption by Board of Directors: July 21, 2020

Assurances

- The Academy will cooperate with local public health authorities if a confirmed case of COVID-19 is identified and, in particular will collect the contact information for any close contacts of the affected individual from two days before he or she shows symptoms to the time when he or she was last present at the Academy.
- The Academy acknowledges that it is subject to the rules governing workplace safety established in section 1 of Executive Order 2020-114 or any successor order, and has adopted a Workplace Preparedness Plan. A copy of this plan is attached.
- The Academy will be or is closed to in-person instruction when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy’s sponsored inter-school, after school activities and athletics will be suspended when the region in which it is located in is in Michigan Safe Start Plan Phases 1-3.
- The Academy will comply with guidance from the United States Department of Education, including its Office of Civil Rights and office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The Academy 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 if applicable.
- The Academy prohibits indoor assemblies that bring together students from more than one classroom during Michigan Safe Start Plan Phase 4.

President of the Board of Directors

Larry Berg

DocuSigned by:

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Date

7/22/2020

Introduction and Overview

Ann Arbor Learning Community

Mission Statement

The mission of Ann Arbor Learning Community is to nurture independent life-long learners as they acquire the tools, they need to shape an environmentally and socially responsible future.

Vision Statement

Our vision is to create a K-12 school that is highly regarded for its academic excellence, and for its contribution in actively serving and improving the community in which it operates.

Educational Philosophy

At Ann Arbor Learning Community, our philosophy is centered around the following beliefs:

- All Students can achieve academically.
- Our learning community affirms and supports a variety of learning styles.
- Developing a strong sense of self and a life-long love for learning must come through the fostering of essential life skills and core academic knowledge with the use of small, multi-age classrooms that honor the learning and creative strengths of each student.
- Teachers integrate the essential foundations of character education and provide world-class education through ongoing professional development and the four mutual agreements set forth by AALC
 - Mutual Respect
 - Attentive Listening
 - Right to Participate/Right to Pass
 - Appreciation

The general educational programs of Ann Arbor Learning Community are designed to produce life-long independent learners. During the Covid 19 pandemic AALC has leaned on our educational philosophy to assure all students continued to learn. We were able to accomplish learning by providing immediate devices and connectivity resources to all families. Our K-8 teachers developed and implemented online curriculum utilizing Google Classroom. Our 9-12 students were well positioned to continue learning with their virtual courses.

All students with and IEP or 504 plan received services via teletherapy, this included social work, speech, and occupational therapy. Our special education director connected with students on a biweekly basis by email, telephone on Zoom to assure any unmet needs were resolved.

AALC parents were given a survey to assess the virtual learning. Parents were provided opportunity to discuss elements that worked and did not work well. Based on the feedback we modified some of the time schedule of assignments due, provided more technical support, increased all class Zoom meetings and increased project-based assignments.

The administrator and teaching staff met to develop the virtual learning plan. Teachers contributed by discussing what virtual methods were familiar to students, how to best teach students new skills virtually. The 9-12 staff and teachers assisted the K-8 staff and teachers with input on the best practices for virtual learning and connecting with students. K-8 Teachers compiled necessary material to upload in google classroom.

9-12 established e-learning plan outlining the parameters within which e-learning must meet all state and federal policies and regulations. School leaders and teachers were given tremendous latitude and exercised high levels of autonomy in the interpretation and implementation of the e-learning plan to meet the individual and unique needs of their academy students, teachers, parents, and community.

Plan for Operating during Phases 1, 2 or 3 of the Michigan Safe Start Plan

Phase 1, 2, or 3 Safety Protocols

Ann Arbor Learning Community Academy

- AALC will be closed for all in person instruction. We are not licensed for childcare and will not provide childcare services.
- AALC does not provide transportation.
- All teachers will have access to the building as needed. School leaders will be notified when a teacher would like to access the building and maintain a schedule that assures the least number of persons in the building at one time. The building will be cleaned twice a week even if the building has not been accessed.
- The school building will be cleaned and sanitized on the day prior and following any access.
- Educational Service Provider Food Service provides meals available for pick-up between 11:00am – 1:00pm. These meals are intended for children up to 18 years old and any child with special needs up to 26 years old. The Educational Service Provider distributes these meals to children, parents/guardians. The meals contain a balanced breakfast and lunch. Because we are practicing social distancing it is requested that one designated person pick up meals for the family. The Educational Service Provider has established a Food Service Hotline in the event anyone participating in the meal program has food allergy needs or cannot make it to a pick-up location, at which point arrangements will be made on a case-by-case basis. The Educational Service Provider has established 21 food pick up locations across Washtenaw and Wayne counties, 8 food pick up locations in Washtenaw county and 13 food pick up locations in Wayne county.

The Educational Service Provider food delivery program will run if the government permits and as long as the health and safety of the drivers and food distributors are not compromised.

Phase 1, 2, or 3 Mental & Social-Emotional Health

Ann Arbor Learning Community

- Our district social workers will check in with families to assess if additional supports are needed. Teachers, student mentors, special education staff and administrators will also connect with families to support their mental health wellness.
- A Community resources list has been provided to families in need additional support. This list is regularly updated for completion and accuracy.
- As part of our crisis management plan if a staff connects with a student that appears to be in distress or in unable to connect with a student, the staff would alert the school leader and school social worker who would reach out to the family.
- Upon connecting with the families, the school social worker would assess what supports are needed and provide the family with immediate support and referrals for longer term outside supports if needed.

Phase 1, 2, or 3 Instruction

Ann Arbor Learning Community

- Teachers will create meaningful and engaging lesson plans on Google Classroom in the student's home language. Parents and students will have opportunities to provide regular feedback through weekly one-on-one scheduled meetings and through Google Classroom communication forum.
- Google Classroom will serve as the main remote learning program where teachers will create meaningful and engaging lesson plans that align with CCSS. Teachers will provide instructional videos, assignments that allow students to use application and reflection practices and deliver formal and informal assessments to measure students' mastery of skills. Through Google classroom, students will focus on the core subjects and enrichments in a manner that cross-references other subjects to maximize student learning. Each assignment will contain elements that support auditory, visual, and kinesthetic learners. In addition, high-quality resources recommended by MDE will be incorporated into virtual learning programs.
- Students will be given virtual assessments within the first two weeks of school to measure where students are and to support creating an informed instruction plan for students to provide teachers and families. The virtual assessment will be a NWEA alternative screener.
- A review of all IEPs, IFSPs, and 504 plans will occur within the first four week of school through formative assessment data and parent/teacher feedback. General education and special education teachers will collaborate on differentiated delivery methods for instruction and assessment to best meet the needs of each student. Students with Special Rights/Accommodations as outlined in IEP that limits technology use will have the option to receive learning support via Zoom and Phone Call to orally submit assignments and formative assessments.
- School leaders will be responsible for meeting with general and special education teachers weekly, as well as using learning programs (Google Classroom, Khan Academy, etc.) to monitor student progress and students in need of additional support. In addition, leaders will continue to create and observe measurable checkpoints to ensure instruction and assessment is high quality and effective.
- School psychologists will provide online scheduled services for children in need of occupational and speech therapy. Physical therapy evaluations and sessions will be pre-recorded and posted for children to only complete with parental supervision.

Communication & Family Supports

- Newsletters, Social Media, and Recorded Media videos (translated as necessary) will be regularly distributed through email, calls, and text regarding duration of closure, reopening plans, grade-level proficiencies and feedback.
- Teachers will provide families newsletters offering additional learning resources, homework helpers, effective teaching methods, workshops, and necessary training to use online learning platforms such as Google Classroom.

Professional Learning

- Teachers will have weekly opportunities for Professional Development and Learning through videos, virtual workshops, PLCs, and other virtual modes.
- PD and Learning will include effective high-leverage teaching practices, social/emotional development, diversity, equity, and inclusion.
- Teachers will receive effective ways to engage students in virtual learning and maximize use of Google Classroom services to keep students engaged, informed, and appropriately challenged.

Monitoring

- AALC will provide any and all materials, and alternates when necessary, to ensure all students are able to meet virtual learning expectations with fidelity.
- Students' attendance will be monitored by logging into their Google Classroom account and submitting daily assignments -- we will communicate with students who have missed three subsequent login days to create a plan of actions for students to remain current in school work when applicable and report regular attendance.
- Students will submit and receive feedback on quality of work through Google Classroom. Students will also have regular opportunities to assess their own work and understanding of content.

Challenges:

- Ensuring that online instruction meets CCSS and that teachers are effectively implementing curriculum in a virtual setting. (Ex: proctoring exams for children still developing reading skills, appropriately applying high-leverage practices such as managing small group work, leading group discussion, and planning sequential lessons without the benefits of verbal and non-verbal cues observed in the classroom setting.)
- Students maximizing learning opportunities and resources without direct teacher support. (Ex: Students remaining engaged, focused, and on-task virtually or when completing remote assignments without supervision of teacher and, perhaps, limited parental supervision.)

Successes:

- Students are familiar with Google Classroom, its functionality, and teacher expectations as this program was used in the 19-20 school year.
- Students are able to receive support around the clock, as opposed to school hours, and will have the ability to review pre-recorded lessons numerous times to retain more information.

Materials:

- Chromebook - provided by the school
- Zoom - membership provided by the school as necessary

Phase 1, 2, or 3 Operations

Ann Arbor Learning Community

- The facilities will be cleaning and sanitized at minimum of twice per week while students are not learning in the building according to the CDC School Decision Tree.
- Office manager will work with maintenance to assure school continues to be in working order.
- All cleaning persons building will wear mask while cleaning.

- All families were surveyed their need for technology and provided devices and connectivity when needed to assure all students have equitable access to learning through technology.
- All devices are cleaned, coded, and signed in agreement to our technology policy, to parents as needed.

- Several staff members were identified to assist other teachers, parents, and students with the use of the online learning and technology specific. The staff identified have office hours in which to assist.

- Educational Service Provider Food Service provides meals available for pick-up between 11:00am – 1:00pm. These meals are intended for children up to 18 years old and any child with special needs up to 26 years old. The Educational Service Provider distributes these meals to children, parents/guardians. The meals contain a balanced breakfast and lunch. Because we are practicing social distancing it is requested that one designated person pick up meals for the family. The Educational Service Provider has established a Food Service Hotline in the event anyone participating in the meal program has food allergy needs or cannot make it to a pick-up location, at which point arrangements will be made on a case-by-case basis. The Educational Service Provider has established 21 food pick up locations across Washtenaw and Wayne counties, 8 food pick up locations in Washtenaw county and 13 food pick up locations in Wayne county.

The Educational Service Provider food delivery program will run as long as the government permits and as long as the health and safety of the drivers and food distributors are not compromised.

Plan for Operating during Phase 4 of the Michigan Safe Start Plan

Phase 4 Safety Protocols

Ann Arbor Learning Community

- All staff will wear facial coverings at all times with the exception of during meals.
- All students K-12 will wear facial coverings in all hallways and common areas.
- All students 6-12 must wear facial coverings in classrooms at all times.
- Unless unable to wear a mask for medically deemed reasons. Any student or staff who is incapacitated or unable to remove the facial covering without assistance must not wear one.
- Homemade masks must be washed daily, and disposable masks must be disposed of daily.
- All classrooms and common areas will be equipped with hand sanitizer, paper towels and tissues.
- Signs reinforcing this will be posted.

- All students and staff will receive hand sanitizer upon entering the building and immediately wash hand with soap and water.
- Students will use hand sanitizer before and upon leaving any area.
- Students will have hand washing every 2 hours of the school day.
- Each student will have individualized materials that will not be shared to use during school.
- All classroom items that can not be personalized will be sanitized after each use.

- Sanitizing stations will be placed in classrooms, common areas and hallways.

- Staff and students will have temperature check upon entering the building daily.

- All students will be spaced six feet apart in the classrooms.

- Teachers will maintain six feet of spacing between themselves and students as much as possible.

- Teachers will have windows open as often as weather permits.

- Teachers will use outdoor space for instruction as often as weather permits.

- Classes will remain as a cohort and reduce interaction with other classes.

- Lunch periods will be staggered.

- Students will follow a foot traffic flow in one direction. Staff will be assigned to assist and prevent con.

Access to building

- Guests will not be allowed in the building this includes family members except under extenuating circumstances.
- All persons entering the building will be screened for symptoms
- Wear a facial covering
- Wash/sanitize hands
- Provide information to office staff including name and contact information for contact tracing.

Quarantining during school hours

- In the event a teacher or staff become ill during school hours, they shall remain in the designated area which is away from common areas until they are able to leaving the building.
- Any person with temperature over 100.4 should remain home and must be COVID tested if symptoms arise.
- Parents and staff are encouraged to monitor for symptoms, report to main office and remain home until they can follow up with health care professional.

Responding to Positive Test Amongst Staff and Students

- All persons must cooperate with local public health department in the event of a positive Covid 19 test. In particular must provide all contact information of 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 at school.
- Students and staff will remain home until they have tested negative or have be released from isolation according to CDC guidelines. The school will close for 2-5 days for cleaning.

School leader will immediately notify the local health department while maintaining confidentiality consistent with ADA and other applicable federal and state privacy laws.

Extracurricular and Large Gatherings

- Students and teachers will wash hands before and after every meal for at least twenty seconds. Small timers will be installed to support children.
- Gatherings, such as celebration of learning, school plays, and so on will be held in the gym and/or outdoors and will comply with current and future executive orders regarding congregations of people.
- Field Trips will only occur when the State of Michigan transitions to Phase 6 as an additional safety measure.
- Mealtimes will be staggered to create appropriate distance between students.
- AALC will not be providing school-supplied meals. Any provided utensils will be disposable.
- AALC teachers and school leaders will provide pre-recorded videos and intercom messages of assemblies and other school-sanctioned events.
- After-school programs will be discontinued until State of Michigan transitions to Phase 6 as an additional safety measure.

Athletics

- Athletics will be discontinued until the State of Michigan transitions to Phase 6 as an additional safety measure.

Transportation

- AALC does not provide transportation

Phase 4 Mental & Social-Emotional Health

Ann Arbor Learning Community

- Our district social workers will check in with families to assess if additional supports are needed. Teachers, student mentors, special education staff and administrators will also connect with families to support their mental health wellness.
- A Community resources list will be provided to families in need additional support. This list is regularly updated for completion and accuracy.
- As part of our crisis management plan if a staff connects with a student that appears to be in distress or in unable to connect with a student, the staff would alert the school leader and school social worker who would reach out to the family.
- Upon connecting with the families, the school social worker would assess what supports are needed and provide the family with immediate support and referrals for longer term outside supports if needed.

Phase 4 Instruction

Ann Arbor Learning Community

Activate Hybrid Learning Programs for families. Due to the small size of AALC, we are able to resume face-to-face instruction while maintaining social distancing; however, families with validated high-risk concern will have the option for hybrid learning.

- Students will learn new material in the classroom as applicable. Students will have application practice virtually. Informal and formative assessments will be conducted virtual and in person, as necessary.
- AALC will observe best practices for blended learning as recommended by MDE.
- AALC will observe clear expectations regarding grade-level proficiencies and benchmarks, appropriate modes of student assessment, virtual and in-person feedback, and differentiated support for students.
- Students will receive social and emotional support through carefully selected online and in-person methods that enable the student to feel support in and out of the classroom.
- As recommended by MDE, lower elementary, upper elementary, and middle school students will receive workloads that align with MDE requirements, leveled abilities, and with support from our community of parents and teachers.
- Teachers will develop meaningful, well crafted, and engaging lessons that ensure all students start the school year with high-quality instruction that aligns with CCSS. Students will be assessed based on their present skills and instructional staff will create well developed learning plans to meet the academic and social/emotional needs of the whole child and the classroom setting.
- Instructional staff will create meaningful opportunities to build relationships with students in and out of the classroom and support them socially and emotionally during this transition.
- (Secure Supports of Postsecondary Students)
- Teachers, Interventionists, and Paraprofessional Staff will collaborate through weekly meetings, PLCs, team lesson planning, and reflection to prioritize power standards and accelerate instruction.

Communication & Family Supports

- Newsletters, Social Media, and Recorded Media videos (translated as necessary) will be regularly distributed through email, calls, and text regarding reopening plans, grade-level proficiencies and feedback.
- Teachers will provide families newsletters offering additional learning resources, homework helpers, effective teaching methods, workshops, and necessary training to use online learning platforms such as Google Classroom.

Professional Learning

- Teachers will have weekly opportunities for Professional Development and Learning through videos, virtual workshops, PLCs, and other virtual modes.

- PD and Learning will include effective high-leverage teaching practices, social/emotional development, diversity, equity, and inclusion.
- Teachers will receive effective ways to engage students in virtual learning and maximize use of Google Classroom services to keep students engaged, informed, and appropriately challenged.

Phase 4 Operations

Ann Arbor Learning Community

Facilities:

- Assure all necessary materials and supplies for cleaning and disinfection. Assure and Secure additional spaces within the business to use for learning.
- All touch areas within the building shall be sanitized at least twice per day and after each use.
- Maintain all recommendations OSHA and/or CDC cleaning guidelines in real time.
- Assure all spaces/classrooms used has appropriate ventilation.
- HVAC system should be running efficiently.
- Air Filters changed regularly.
- Handwashing, cough etiquette and nose blowing signage will be widely posted throughout building.
- School leaders will conduct, and document facility walk through with custodial and maintenance services to assure all services are completed appropriately.

Budget, Food Service, Enrollment, and Staffing

- School administration will provide families with arrival and departure procedures. (Entrances, exits)
- School leaders will assess which students and staff will be returning and acquire replacement staff.
- Provide remote learning for students with preexisting conditions who cannot return in person.
- School leaders will assess and hire additional positions with a specific focus on student and staff wellness, technology, and COVID-19 related needs.
- School leaders will assure use of CARES Act funding for key purchases to maintain safety.
- School leaders will assure an adequate pool of substitute teachers are available.
- School leaders will assure that legal council to address and liability concerns as they arise.
- All parents and staff will receive handbook with additional COVID 19 policies and procedures.
- All parents and staff will be orientated to the new policies.
- School leaders will review budget to assure planning for any changes in enrollment.

Technology

AALC has assigned a technology coordinator to oversee and support for students.

- All families were surveyed their need for technology and provided devices and connectivity when needed to assure all students have equitable access to learning through technology.
- All devices are cleaned, coded, and signed in agreement to our technology policy, to parents as needed.

Transportation

- AALC does not provide transportation.

Plan for Operating during Phase 5 of the Michigan Safe Start Plan

Phase 5 Safety Protocols

Ann Arbor Learning Community |

- All staff will wear facial coverings at all times with the exception of during meals.
- All students K-12 will wear facial coverings in all hallways and common areas.
- Unless unable to wear a mask for medically deemed reasons. Any student or staff who is incapacitated or unable to remove the facial covering without assistance must not wear one.
- Homemade masks must be washed daily, and disposable masks must be disposed of daily.
- All classrooms and common areas will be equipped with hand sanitizer, paper towels and tissues.
- Signs reinforcing this will be posted.
- All students and staff will receive hand sanitizer upon entering the building and immediately wash hand with soap and water.
- Students will use hand sanitizer before and upon leaving any area.
- Students will have hand washing every 2 hours of the school day.
- Each student will have individualized materials that will not be shared to use during school.
- All classroom items that cannot be personalized will be sanitized after each use.
- Sanitizing stations will be placed in classrooms, common areas and hallways.
- Staff and students will have temperature check upon entering the building daily.
- All students will be spaced six feet apart in the classrooms.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Teachers will have windows open as often as weather permits.
- Teachers will use outdoor space for instruction as often as weather permits.
- Classes will remain as a cohort and reduce interaction with other classes.

- Lunch periods will be staggered.
- Students will follow a foot traffic flow in one direction. Staff will be assigned to assist and prevent con.

Access to building

- Guests will not be allowed in the building this includes family members except under extenuating circumstances.
- All persons entering the building will be screened for symptoms
- Wear a facial covering
- Wash/sanitize hands
- Provide information to office staff including name and contact information for contact tracing.

Quarantining during school hours

- In the event a teacher or staff become ill during school hours, they shall remain in the designated area which is away from common areas until they are able to leaving the building.
- Any person with temperature over 100.4 should remain home and must be COVID tested if symptoms arise.
- Parents and staff are encouraged to monitor for symptoms, report to main office and remain home until they can follow up with health care professional.

Responding to Positive Test Amongst Staff and Students

- All persons must cooperate with local public health department in the event of a positive Covid 19 test. In particular must provide all contact information of 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 at school.
- Students and staff will remain home until they have tested negative or have be released from isolation according to CDC guidelines. School shall be closed for 2-5 days for cleaning.

School leader will immediately notify the local health department while maintaining confidentiality consistent with ADA and other applicable federal and state privacy laws.

Food Service, Gathering, and Extracurricular Activities

- Students and teachers will wash hands before and after every meal for at least twenty seconds. Small timers will be installed to support children.
- Gatherings, such as celebration of learning, school plays, and so on will be held in the gym and/or outdoors and will comply with current and future executive orders regarding congregations of people.
- Field Trips will only occur when the State of Michigan transitions to Phase 6 as an additional safety measure.
- Mealtimes will be staggered to create appropriate distance between students.
- AALC will not be providing school-supplied meals. Any provided utensils will be disposable.
- AALC teachers and school leaders will provide pre-recorded videos and intercom messages of assemblies and other school-sanctioned events.
- After-school programs will be discontinued until State of Michigan transitions to Phase 6 as an additional safety measure.

Athletics

- Athletics will be discontinued until the State of Michigan transitions to Phase 6 as an additional safety measure.

Transportation

- AALC does not provide transportation

Phase 5 Mental & Social-Emotional Health

Ann Arbor Learning Community

- Our district social workers will check in with families to assess if additional supports are needed. Teachers, student mentors, special education staff and administrators will also connect with families to support their mental health wellness.
- A Community resources list will be provided to families in need additional support. This list is regularly updated for completion and accuracy.
- As part of our crisis management plan if a staff connects with a student that appears to be in distress or in unable to connect with a student, the staff would alert the school leader and school social worker who would reach out to the family.
- Upon connecting with the families, the school social worker would assess what supports are needed and provide the family with immediate support and referrals for longer term outside supports if needed.

Phase 5 Instruction

Ann Arbor Learning Community

- Teachers will develop meaningful, well crafted, and engaging lessons that ensure all students start the school year with high-quality instruction that aligns with CCSS. Students will be assessed based on their present skills and instructional staff will create well developed learning plans to meet the academic and social/emotional needs of the whole child and the classroom setting.
- Instructional staff will create meaningful opportunities to build relationships with students in and out of the classroom and support them socially and emotionally during this transition.
- IEP, 504 plans will be developed as needed.
- Teachers, Interventionists, and Paraprofessional Staff will collaborate through weekly meetings, PLCs, team lesson planning, and reflection to prioritize power standards and accelerate instruction.
- Conduct quarterly meetings to review and/or implement MDE policies and guidance with instructional staff and school leaders.

Communication & Family Supports

- Newsletters, Social Media, and Recorded Media videos (translated as necessary) will be regularly distributed through email, calls, and text regarding reopening plans, grade-level proficiencies and feedback.
- Teachers will provide families newsletters offering additional learning resources, homework helpers, effective teaching methods, workshops, and necessary training to use online learning platforms such as Google Classroom.

Professional Learning

- Teachers will have weekly opportunities for Professional Development and Learning through videos, virtual workshops, PLCs, and other virtual modes.
- PD and Learning will include effective high-leverage teaching practices, social/emotional development, diversity, equity, and inclusion.
- Teachers will review Google Classroom and document students who did not engage in remote learning and develop strategic plans to receive additional support from Math and Reading Interventionists.
- We will continue to utilize Google Classroom to offer additional learning opportunities for children and parents to utilize.

Phase 5 Operations

Ann Arbor Learning Community

Facilities:

- Assure all necessary materials and supplies for cleaning and disinfection. Assure and Secure additional spaces within the business to use for learning.
- All touch areas within the building shall be sanitized at least twice per day and after each use.
- Maintain all recommendations OSHA and/or CDC cleaning guidelines in real time.
- Assure all spaces/classrooms used has appropriate ventilation.
- HVAC system should be running efficiently.
- Air Filters changed regularly.
- Handwashing, cough etiquette and nose blowing signage will be widely posted throughout building.
- School leaders will conduct, and document facility walk through with custodial and maintenance services to assure all services are completed appropriately.

Budget, Food Service, Enrollment, and Staffing

- School administration will provide families with arrival and departure procedures. (Entrances, exits)
- School leaders will assess which students and staff will be returning and acquire replacement staff.
- Provide remote learning for students with preexisting conditions who cannot return in person.
- School leaders will assess and hire additional positions with a specific focus on student and staff wellness, technology, and COVID-19 related needs.
- School leaders will assure use of CARES Act funding for key purchases to maintain safety.
- School leaders will assure an adequate pool of substitute teachers are available.
- School leaders will assure that legal counsel to address and liability concerns as they arise.
- All parents and staff will receive handbook with additional COVID 19 policies and procedures.
- All parents and staff will be orientated to the new policies.
- School leaders will review budget to assure planning for any changes in enrollment.

Technology

AALC has assigned a technology coordinator to oversee and support for students.

- All families were surveyed their need for technology and provided devices and connectivity when needed to assure all students have equitable access to learning through technology.
- All devices are cleaned, coded, and signed in agreement to our technology policy, to parents as needed.

Transportation

AALC does not provide transportation.

