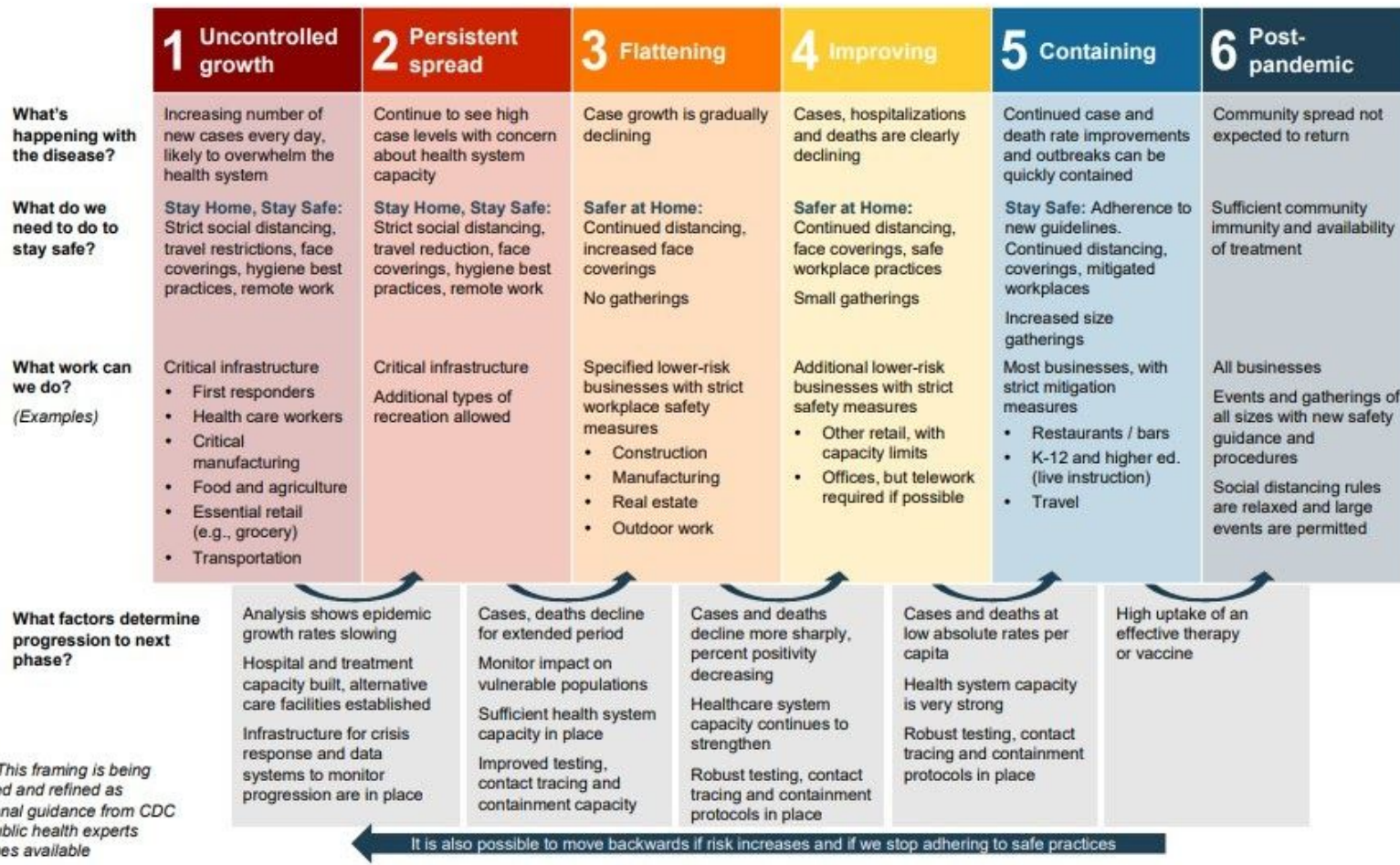


NILES COMMUNITY SCHOOLS 2020 - 2021 SCHOOL REOPENING PLANS

*Northside Child Development Center and Niles Community Schools will continue to adjust to any new state mandate provided by the governing bodies including, but not limited to, the MDHHS and MHSAA. Below is a broad comparison chart to assist families in comparing the nature of each phase's learning plan at Northside Child Development Center.

| | PHASE 3 | PHASE 4 | PHASE 5 |
|---|---|---|--|
| LEARNING FORMAT | FULL REMOTE LEARNING (SCHOOL BUILDING CLOSED TO PUBLIC) | DAILY IN PERSON LEARNING WITH STRINGENT SAFETY PROTOCOLS | DAILY IN PERSON LEARNING WITH PROACTIVE SAFETY PROTOCOLS |
| CLASS TRANSITIONS | N/A (STUDENTS WILL ATTEND SCHOOL REMOTELY) | COHORTED CLASS GROUPS, STUDENTS WILL LEAVE CLASSROOMS FOR LUNCH AND RECESS IF PROGRAM REQUIRES IT | COHORTED CLASS GROUPS. STUDENTS WILL STAY IN SAME ROOM (TEACHERS TRAVEL) |
| PERSONAL PROTECTION EQUIPMENT | N/A (STUDENTS WILL ATTEND SCHOOL REMOTELY) | FACE MASKS <u>REQUIRED</u> AT ALL TIMES FOR 5 YEAR OLD STUDENTS AND ALL STUDENTS IN COMMON AREAS (WITH CONDITIONS, SEE PLAN) SOCIAL DISTANCING FACILITATED FACE MASKS REQUIRED FOR ALL STAFF | FACE MASKS OPTIONAL (SCHOOL WILL PROVIDE FREE MASKS IF DESIRED) AND SOCIAL DISTANCING FACILITATED |
| FOOD SERVICE | FREE WEEKLY DRIVE THRU MEAL PICK-UP PROCESS (BREAKFAST & LUNCH) WILL BE AVAILABLE TO ALL FAMILIES | CONTACTLESS BREAKFAST AND CONTACTLESS HOT LUNCH OPTIONS WILL BE AVAILABLE FOR APPLICABLE PROGRAMS | CONTACTLESS BREAKFAST AND CONTACTLESS HOT LUNCH OPTIONS WILL BE AVAILABLE FOR APPLICABLE PROGRAMS |
| TRANSPORTATION | N/A (STUDENTS WILL ATTEND SCHOOL REMOTELY). | BUS ROUTES PROVIDED (MASKS REQUIRED IN VEHICLES) | BUS ROUTES PROVIDED (MASKS OPTIONAL ON BUS) |
| ATHLETICS & EXTRACURRICULAR ACTIVITIES | NO ATHLETICS MAY OCCUR EXTRA CURRICULAR ACTIVITIES CAN MEET REMOTELY | EXTRA CURRICULAR ACTIVITIES CAN MEET REMOTELY IF APPLICABLE | EXTRACURRICULAR ACTIVITIES CAN MEET REMOTELY IF APPLICABLE |
| ALTERNATIVE 2020 - 2021 100% ONLINE VIRTUAL SCHOOL OPTION AVAILABILITY | AVAILABLE TO STUDENTS FREE OF CHARGE | AVAILABLE TO STUDENTS FREE OF CHARGE | AVAILABLE TO STUDENTS FREE OF CHARGE |

MI SAFE START PLAN



Note: This framing is being updated and refined as additional guidance from CDC and public health experts becomes available



**Northside Child Development Center
Phase Four: Fall 2020 Reopening Plan
In Person Learning Daily With Stringent Safety Protocols
(Masks required for some students, required for staff and visitors)**

Before School - Drop-off, Breakfast, & Supervision:

Masks for students, staff, and visitors required if individual:

- **Is medically able**
- **Can independently put on and remove mask**

| Student and Parent/Guardians Expectations | Staff Expectations: |
|--|---|
| <p><u>Parents/Guardians:</u></p> <ul style="list-style-type: none"> ● Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100°F should stay home and absences should be reported to the office. ● Only attempt to enter the school through the main office entrance. <ul style="list-style-type: none"> ○ Visitors and <u>early student pickup</u> are by appointment only-Please call ahead to the office before arriving. ○ Unannounced in person visitors will be asked to call to set up an appointment for a later time. ○ Visitors to the office must wear masks and hand sanitize. ○ No building access beyond the office will be permitted for visitors. ● Bus: Ensure students successfully board the bus with face coverings. | <p><u>Professional Staff:</u></p> <ul style="list-style-type: none"> ● Complete daily wellness check prior to entry into the building. ● Wear a mask at all times while in the building. ● Supervise entrances, hallways, and classrooms to ensure students are reporting immediately to classrooms. ● Ensure one way traffic flows starting at the main entrance and ending at the classrooms (see map below). ● Ensure students enter through designated entrances (see map below). ● Ensure students are not congregating in hallways or common spaces, <u>including the playground</u>, during arrival. ● Contact the office if a student is observed to have a fever or COVID-19 related symptoms. ● Provide expectations, communications, and reminders to students. |

- Drop-off: Drop students off at the main entrance (playground entrance) to a staff member. Please refer to Entrance 1, labeled with a red X on the map below.
 - Drop off times are as follows:
 - Morning ECSE and Montessori-8:30am
 - Afternoon ECSE-12:30pm
 - Parents must wear a mask and maintain social distancing when walking to and from the entrance.
 - When approaching and leaving the dropoff point, please stay as far to the right as possible to permit social distancing from other Northside families.
 - Parents and students may have to wait longer than normal so student entry is staggered, permitting physical distancing.

Students (Parent Drop Off)

- Masks required for students if individual:
 - Is 5 years of age or older
 - Is medically able
 - Can independently put on and remove mask
- Walk with a guardian to the main entrance (playground entrance) and go with a staff member to your classroom.

Students (Bus Riders)

- Sanitize hands and wear a face mask in the vehicle. **Face coverings are required for bus riders if:**
 - Medically able
 - Can independently put on and remove mask
- Sit in an assigned seat in the bus for the duration of the trip.
- Follow all bus rules throughout the entire ride.
- Exit the vehicle when directed by the driver.
- Enter the school through the designated entrances:
 - ESCE: All Purpose Room (See blue X marked on map below)
 - Montessori: Gym Doors (See yellow X marked on map below)
- Bus riders may have to wait longer than normal so student entry is staggered, permitting physical distancing.
- When entering the building, continue to wear a face mask and go directly to the classroom, or Montessori Kindergarten may go to the gym for breakfast.
- Do not stop at student lockers; students will be sent to lockers by teachers at a later time.
- Sanitize hands when entering the classroom, sit at the assigned seat, and begin eating breakfast (if applicable).

- Seek additional support for parents or students repeatedly exhibiting unexpected behaviors.

Administration:

- Ensure designated doors are propped open for arrival time.
- Ensure adequate supervision is provided in drop-off locations, entrances, hallways, gym (breakfast pickup) and homeroom classrooms.
- Ensure proper signage is installed in hallways and common areas to promote social distancing, masks, and quality hygiene.
- Provide expectations, communications and reminders.
- Provide expectation violation warnings to students and parents/guardians.
- Provide additional support to those repeatedly exhibiting unexpected behaviors.
- Ensure designated student entry doors are closed after arrival time.



During School - Instructional Time in the Classroom:

Masks required for staff and visitors if individual is medically able

Masks required for students if individual:

- Is 5 years of age or older
- Is medically able
- Can independently put on and remove mask

| Student and Parent/Guardians Expectations | Staff Expectations: |
|--|---|
| <p><u>Parents/Guardians:</u></p> <ul style="list-style-type: none">● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100°F should stay home and absences should be reported to the office.● Make sure students are equipped with their face covering prior to leaving home, if applicable.● Discourage students from sharing items and food at school. <p><u>Students:</u></p> <ul style="list-style-type: none">● Masks <u>required</u> for students if individual:<ul style="list-style-type: none">○ Is 5 years of age or older○ Is medically able○ Can independently put on and remove mask● Do not share personal items or food with other students.● Stay in cohorts throughout the entirety of the instructional day.● Sanitize hands when entering the classroom, sit in an assigned seat, and practice social distancing from peers. | <p><u>Professional Staff:</u></p> <ul style="list-style-type: none">● Wear a mask at all times while in the instructional space. You may wear a face shield in addition to a mask if desired.● Ensure classroom seating is arranged in a manner that provides 6 feet of distance between students.● Ensure students maintain distance whenever possible.● Eliminate shared classroom materials that cannot be disinfected between individual uses.● Facilitate restroom breaks when requested by students in a staggered manner to limit clustering.● Provide expectation communications and reminders to students.● Report repeated expectation violators to the office for support.● Dismiss students from class in a staggered manner to prevent clustering at doorways and hallways.● Facilitate time to disinfect classroom touch points during each morning to afternoon transition. <p><u>Administration:</u></p> <ul style="list-style-type: none">● Ensure classroom furniture is physically distanced.● Ensure proper signage is installed in classrooms to promote social distancing and quality hygiene.● Ensure classrooms are disinfected between transition periods.● Ensure supplies are readily available for custodians and teaching staff.● Provide expectations, communications and reminders.● Provide expectation violation warnings to students and parents/guardians.● Provide additional support for repeated expectation violators. |

During School - Hallways, Lockers, & Common Areas:

Masks required for staff and visitors if individual is medically able

Masks required for students if individual:

- Is 5 years of age or older
- Is medically able
- Can independently put on and remove mask

| Student and Parent/Guardians Expectations | Staff Expectations: |
|--|---|
| <p><u>Parents/Guardians:</u></p> <ul style="list-style-type: none">● Ensure students are ready to utilize social distancing practices and wear masks properly (if applicable) to, from, and while at school.● Ensure students have all learning materials packed in their backpack before departing for school each day.● Check to ensure students only bring necessary items to school.● Provide students with a reusable water bottle.<ul style="list-style-type: none">○ Water fountains will only be available to refill water bottles. <p><u>Students:</u></p> <ul style="list-style-type: none">● Masks <u>required</u> for students if individual:<ul style="list-style-type: none">○ Is 5 years of age or older○ Is medically able○ Can independently put on and remove mask● During arrival, report immediately to homeroom classrooms.<ul style="list-style-type: none">○ Do not stop at student lockers; students will be sent to lockers by teachers at a later time.● Carry a reusable water bottle throughout the day as water fountains will only be available to refill water bottles.● Follow all signage directions in the hallways and common areas.● When possible, stay to the right when traveling down hallways.● Students may not share personal items/food with other students. | <p><u>Professional Staff:</u></p> <ul style="list-style-type: none">● Supervise hallways to ensure students are not congregating in hallways or common spaces.● Provide expectation communications and reminders to students.● Report repeated expectation violators to the office for additional support.● Ensure locker shelving is clearly labeled to ensure separate spaces.● Disinfect locker handles in between morning and afternoon classes. <p><u>Administration:</u></p> <ul style="list-style-type: none">● Ensure adequate supervision is provided in all hallways and common areas during transition times.● Ensure proper signage is installed in hallways and common areas to promote social distancing and quality hygiene.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Provide additional support for repeated expectation violators.● Supervise the cleanliness of all hallways, lockers, and common areas. |

During School - Office & Medical Isolation Room:

Masks for students, staff, and visitors required if individual:

- Is medically able
- Can independently put on and remove mask

| Student and Parent/Guardians Expectations | Staff Expectations: |
|--|--|
| <p><u>Parents/Guardians:</u></p> <ul style="list-style-type: none">● Conduct a student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100°F should stay home and absence should be reported to the office.● Only attempt to enter the building through the main office entrance.<ul style="list-style-type: none">○ Visitors and <u>early student pickup</u> are by appointment only-Please call ahead to the office before arriving.○ Unannounced in person visitors will be asked to call to set up an appointment for a later time.○ Parents/guardians must wear a mask and hand sanitize to enter the office.● Prioritize visits to minimize office visitor traffic. No building access beyond the office will be permitted to visitors.● Ensure emergency contact information is up to date in the event the office staff needs to contact a parent/guardian.● Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit COVID-19 symptoms.● Read all phone, email, SMS text and social media communications from the office regularly.<ul style="list-style-type: none">○ Respond to messages promptly when appropriate. <p><u>Students:</u></p> <ul style="list-style-type: none">● Masks <u>required</u> for students if individual:<ul style="list-style-type: none">○ Is 5 years of age or older○ Is medically able○ Can independently put on and remove mask● Use designated entrances and exits doors when visiting the office to limit cross traffic or bottle necking when traveling.● Follow social distancing guidelines when in the office.● Wear a school provided mask when exhibiting a fever or other COVID-19 symptoms. | <p><u>Office Staff:</u></p> <ul style="list-style-type: none">● Wear a mask at all times while in the school building.● Ensure the office workspace is kept clean. Sanitize common surfaces regularly throughout the day.● Ensure social distancing protocols are followed whenever possible.● Isolate any student who possesses a fever of 100°F and/or COVID-19 related symptoms in the designated isolation area.<ul style="list-style-type: none">○ Contact sick students' parents/guardians and facilitate student pick-up from school.○ Contact administration immediately to notify them of illness. <p><u>Medical Isolation Room Supervisor:</u></p> <ul style="list-style-type: none">● Wear a mask at all times, in addition to other PPE deemed appropriate by the medical isolation room protocols.● Monitor ill student's transition to the isolation room so touched surfaces that are potentially infected can be cleaned by custodial staff.● Provide student with school provided mask for their time in the isolation room.● Ensure the designated isolation area is disinfected by a custodian immediately after the space is vacated by the ill student.● Ensure doors to the isolation area are open to minimize the use of door handles to ensure maximum airflow to the area when not in use.● Facilitate the ill student's exit from the building, which may include using the exit closest to the isolation room. <p><u>Administration:</u></p> <ul style="list-style-type: none">● Install protective barriers as needed in the office and medical isolation room to protect all staff.● Ensure proper signage is installed in the office and medical isolation room to promote social distancing and quality hygiene.● Ensure regular cleaning and disinfecting takes place in the office and medical isolation area.● Ensure seating areas are properly physically distanced in the office.● Ensure the medical isolation room is properly supervised when in use. |

During School - Lunch:

Masks for staff required if individual is medically able

| Student and Parent/Guardians Expectations | Staff Expectations: |
|--|---|
| <p><u>Parents/Guardians:</u></p> <ul style="list-style-type: none">● Teach students healthy and hygienic eating habits.● No visitors will be permitted to eat lunch with students.● Outside food deliveries will not be permitted during lunch service. <p><u>Montessori Kindergarten Students:</u></p> <ul style="list-style-type: none">● It is <u>required</u> students wear masks <u>except</u> if they are:<ul style="list-style-type: none">○ Medically unable○ Seated in their designated seat, physically distanced from others● Students will eat lunch at tables in the gym.● Students will wash their hands/sanitize before and after eating.● Students will sit in a designated space to allow for physical distancing while eating. | <p><u>Professional and Custodial Staff (Supervisory Duty):</u></p> <ul style="list-style-type: none">● Wear a mask at all times while in the school building.● Stay physically distant from maskless students as much as possible.● Supervise designated eating spaces.● Ensure that students wash their hands/sanitize before and after eating.● Stagger the amount of students entering the bathroom during bathroom breaks to eliminate congregating in bathrooms.● Provide expectation communications and reminders to students.● Report repeated expectation violators to the office for additional support.● Custodial Staff: Disinfect eating spaces after meals. <p><u>Professional Staff (Lunch Break):</u></p> <ul style="list-style-type: none">● Wear a mask while traveling in the hallway and wash hands prior to and after eating lunch. Sanitize the eating location prior to the start of lunch.● Staff may take off masks to eat lunch.● Social distance with colleagues while eating lunch. Staff may eat in the lounge, their classroom, or a larger area. <p><u>Administration:</u></p> <ul style="list-style-type: none">● Ensure adequate supervision is provided in all lunch service areas.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Provide additional support for repeated expectation violators.● Supervise the cleanliness of all eating locations during lunch service. |

During School - Physical Activity (Gym, playground, field and All Purpose Room):

Masks for staff required if individual is medically able

| Student and Parent/Guardians Expectations | Staff Expectations: |
|--|---|
| <p><u>Parents/Guardians:</u></p> <ul style="list-style-type: none">● Conduct a daily student wellness check, including temperature, prior to sending a student to school. Students with a temperature over 100°F should stay home and absences should be reported to the office. <p><u>Students:</u></p> <ul style="list-style-type: none">● Masks <u>required</u> for students if individual:<ul style="list-style-type: none">○ Is 5 years of age or older○ Is medically able○ Can independently put on and remove mask● Students will participate in physical activity outside when weather permits.● Masks during outdoor physical activity should be <u>considered</u>● Students will wash their hands/sanitize before and after physical activity.● Students will participate in low/no contact physical activity.● Students will physically distance to the greatest extent possible during physical activity. | <p><u>Professional Staff:</u></p> <ul style="list-style-type: none">● Masks are required at all times both inside and outside while in the presence of others.● Ensure that activity areas are adequately supervised.● Ensure that cohorts stay within designated sections.● Follow the schedule that determines which program uses which area for activity on any given day.● Ensure that students wash their hands/sanitize before and after activity.● Ensure students are physically distanced by teaching and promoting activities that are low/no contact.● Ensure equipment that is used is properly disinfected after each use● Eliminate shared equipment that cannot be disinfected between individual uses. <p><u>Administration:</u></p> <ul style="list-style-type: none">● Ensure adequate supervision is provided during activity.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Provide additional support for repeated expectation violators. |

During School - Restrooms

| Student and Parent/Guardians Expectations | Staff Expectations: |
|--|--|
| <p><u>Parents/Guardians:</u></p> <ul style="list-style-type: none">● Teach students healthy and hygienic restroom habits. <p><u>Montessori Kindergarten Students:</u></p> <ul style="list-style-type: none">● Masks <u>required</u> for students if individual:<ul style="list-style-type: none">○ Is 5 years of age or older○ Is medically able○ Can independently put on and remove mask● Obtain staff member permission to travel to the restroom during instructional time.● Follow all signage in the hallways, common areas, and restrooms.● Social distance while in the restroom as much as possible.● If all open restroom stalls are in use, exit the restroom and stand outside the restroom entrance.● Students are required to wash hands prior to leaving the restroom. <p><u>ECSE Students:</u></p> <ul style="list-style-type: none">● Use the bathroom with the help of an adult.● Use the bathroom inside the classroom, if possible.● If using a common space, follow all signage in the hallways, common areas, and restrooms.● Social distance while in the restroom as much as possible.● If all open restroom stalls are in use, exit the restroom and wait outside the restroom entrance.● Students are required to wash hands prior to leaving the restroom. | <p><u>Professional Staff:</u></p> <ul style="list-style-type: none">● Assist in the supervision of restrooms, hallways, and common areas during bathroom times.● Issue restroom passes to Montessori Kindergarten students when requested during instructional time.<ul style="list-style-type: none">○ When possible, stagger the use of the restroom to avoid clustering.● Assist students with the bathroom process to promote health, safety, and independence.● Explicitly teach proper hand washing.● Provide expectation communications and reminders to students.● Report repeated expectation violators to the office for additional support. <p><u>Administration:</u></p> <ul style="list-style-type: none">● Ensure proper signage is installed in restrooms to promote social distancing and quality hygiene.● Provide expectation communications and reminders to students.● Provide expectation violation warnings to students and parents/guardians.● Provide additional support for repeated expectation violators.● Supervise the cleanliness of all restrooms. |

During/After School - Meetings & Conferences:

| Student and Parent/Guardians Expectations | Staff Expectations: |
|--|--|
| <p><u>Parents/Guardians:</u></p> <ul style="list-style-type: none">• Communicate general inquiries to professional staff using phone, app or teachers' email addresses.• Participate in virtual meetings when requested by the staff.• Notify the school if there is a personal technology barrier that would prevent participation in a virtual meeting prior to the scheduled appointment. <p><u>Students:</u></p> <ul style="list-style-type: none">• Participate in virtual meetings as requested by parents/guardians or school staff.• Wear a mask (if applicable) when attending in person meetings with staff members.• Follow all social distancing protocols when meeting with a staff member at school. | <p><u>Professional Staff:</u></p> <ul style="list-style-type: none">• When invited, attend required virtual meetings.• Wear a mask when attending in person meetings with staff members and/or students.• Follow all social distancing protocols when meeting with staff members and/or students. <p><u>Administration:</u></p> <ul style="list-style-type: none">• Ensure parents/guardians understand how to participate in virtual meetings.• Ensure social distancing guidelines are followed when in person meetings are held between students and staff.• Ensure furniture and seating options permit social distancing throughout the building. |

After School - Pick-up & Bus Transportation:

| Student and Parent/Guardians Expectations | Staff Expectations: |
|--|--|
| <p><u>Parents/Guardians:</u></p> <ul style="list-style-type: none">• Ensure students understand how they are supposed to travel home at the end of each day.• For student pick up, arrive 5 minutes prior to program dismissal time<ul style="list-style-type: none">○ Montessori AM only (Age 3 and 4): 11:48am○ Montessori Full Day (Kindergarten): 3:36pm○ ECSE AM only: 11:45am○ ECSE PM only: 3:35pm• Meet your child outside the main entrance (playground entrance) for sign out.• Please refer to Entrance 1, labeled with a red X on the map below.• Parents must wear a mask and maintain social distancing when walking to and from the entrance.• When approaching and leaving the pick up point, please stay as far to the right as possible to permit social distancing from other Northside families.• Parents and students may have to wait longer than normal so student entry is staggered, permitting physical distancing. <p><u>Students (Bus Riders):</u></p> <ul style="list-style-type: none">• Wait for an announcement from the office or your teacher for your program to leave the classroom before exiting the classroom.• <u>Face coverings are required for bus riders if:</u><ul style="list-style-type: none">○ Medically able○ Can independently put on and remove mask• With the help of a staff member, exit the school through the designated entrances:<ul style="list-style-type: none">○ ESCE: All Purpose Room○ Montessori: Gym Doors• When traveling to the exit, be physically distant to others in the hallway.• Practice social distancing while lining up for the bus.• Sit in an assigned seat on the bus for the duration of the trip.• Adhere to all bus rules throughout the entire ride.• Exit the bus when directed by the driver. | <p><u>Professional Staff:</u></p> <ul style="list-style-type: none">• Wear a mask at all times.• Report to end of day designated supervisory locations.• Supervise hallways, bus lot, and parent pick up area to ensure students are not congregating in common areas and are following social distancing rules.• Playground equipment should not be used by students during dismissal. <p><u>Administration:</u></p> <ul style="list-style-type: none">• Ensure designated doors are propped open for dismissal.• Ensure designated doors are closed after dismissal.• Ensure adequate supervision is provided at each location• Ensure proper signage is installed to promote social distancing and quality hygiene.• Provide expectations, communications and reminders.• Provide expectation violation warnings to students and parents/guardians.• Provide additional support to repeated expectation violators. |

Students (Parent Pick Up):

- Wait for the announcement from the office or your teacher for parent pick up students to leave the classroom before exiting the classroom.
- When traveling to the exit, wear a mask and be physically distant to others in the hallway.
- Exit through the playground exit.

