



Richmond Community Schools  
35276 Division | Richmond, Michigan 48062 | (586) 727-3565 | District Code 50180

# COVID-19 Preparedness and Response Plan

for

## Richmond Community Schools

as informed by the *MI Safe Schools: Michigan's 2020-21 Return to School Roadmap*

**Approved by the Board of Education on August 10, 2020**

**Agenda Item 12 - C**

Respectfully submitted by Brian J. Walmsley, Superintendent of Schools, on behalf of the Board of Education members:  
Margaret Teltow (President), Jessica Sexton (Vice President), Kristine Furtaw (Secretary), Kyle Simmons (Treasurer), Sandra Fortuna (Trustee), Angela Pacitto (Trustee), and Sherri Zube (Trustee)

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## Introduction

The health and safety of students and staff of Macomb County and [Richmond Community Schools](#) remains a top priority as we prepare to reopen schools for the 2020-21 school year. 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 this fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will [respond to the Corona Virus] 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 [the Upper Peninsula] may not work in [Macomb County]. 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).

Macomb County Superintendents have been meeting regularly to navigate ongoing challenges in response to the COVID-19 pandemic. They have collaboratively examined best practices in the areas of safety, instruction, and operations, as well as mental and social-emotional health. In partnership with the Macomb Intermediate School District (MISD), District Superintendents have also worked closely with the

Macomb County Executive's Office, the Macomb County Health Department, and other community organizations to leverage resources to meet the diverse needs of students, staff and families.

Our ultimate goal is to safely return to face-to-face instruction, as we know this is the optimal learning environment for students. However, during this global pandemic, we recognize the importance of providing a variety of learning options. Districts are working to develop plans for three scenarios to meet the needs of all students: face-to-face, hybrid, and remote learning. In the event that a shift becomes necessary, districts will be able to fluidly transition among instructional options. While this county-wide template was developed collaboratively among all Macomb districts, each district will create its own plan specific to the unique needs of their community. Districts will communicate directly with community members about their specific school district plans.

While no one can predict the future, Macomb County Superintendents have partnered with their local stakeholders to develop customized reopening plans that meet student needs. Each Macomb County district has worked diligently to strengthen remote instruction, improve access to devices, enhance connectivity, and secure personal protective

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equipment (PPE), so that all students have access to a safe environment and high quality education.

Our mission is to support the academic, social, and emotional needs of Macomb County students. We look forward to the 2020-21 school year and providing our students with equitable, rigorous instruction in a safe environment.

Governor Whitmer implemented a six-phase approach to reopening the State in order to mitigate the impacts of COVID-19 and to protect the wellbeing of all Michiganders. The [MI Safe Start Plan](#) is the highest-level governing framework for determining if and when it is safe to resume in-person instruction. The Return to school Advisory Council, along with representatives from departments across Michigan state government, assembled as a Task Force to support the development of the Roadmap.

Local education leaders should use the [Michigan's 2020-21 Return to School Roadmap](#) to understand what safety protocols must be implemented, and to develop detailed district and building-level plans for how to implement the required safety protocols described in the Roadmap. Families, students, and community stakeholders should use the Roadmap to understand what safety protocols will be in place when students return to school for in-person instruction. All pre-K-12 schools

will be required to follow the safety protocols outlined in this Roadmap which are noted as “required.” Many schools may also choose to implement some or all of the “strongly recommended” or “recommended” practices, thus going beyond what is required. From Executive Order No. 2020 – 142: Address each subpart of the Return to School Roadmap and indicate if a school plans to exclude any protocol that is highly (strongly) recommended. Indicate any exclusions in the response template.

This document contains information from the Roadmap regarding four categories: (1) Safety Protocols, (2) Mental & Social-Emotional Health, (3) Instruction, and (4) Operations.

The information is organized by category and sub-topic in a table view. Protocol information is listed in a matrix for all six phases by category and sub-topic. Similarities and differences between “Required,” “Strongly Recommended,” and “Recommended” Protocols are listed in the matrix.

The recommendations put forth in the Roadmap represent the best practices that can be reasonably implemented in our schools. A separate guidance document will be provided to assist in the completion of the Preparedness Plan, as required by the Executive Order.

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## Contributing Members to Richmond Community Schools *Return to School Roadmap*

James Barnes, Middle School Teacher  
 Kyle Bartels, Middle School Teacher  
 V. Keith Bartels, Middle School Principal  
 Scherie Bercel, Middle School Teacher  
 Anthony Birkmeier, Middle School Dean of Students  
 Darlynn Bollinger, ABM Supervisor  
 Becky Borwick, High School Dean of Students  
 Kathleen Campau, Middle School Teacher  
 Kaitlynn Chmielewski, Early Childhood Program  
 Keith Christmas, Facility Use and Lighting/Sound  
 Coordinator  
 Rachael Churchill, Middle School Teacher  
 Jamie Clausen, Middle School Special Education Teacher  
 Stacy Clore, High School Teacher  
 Alanna Constance, Elementary Teacher  
 Pamela Dailey, Community Liaison and Public Relations  
 Secretary  
 Edward Delore, High School Teacher  
 Deborah Dobbs, Director of Transportation  
 Sandra Fortuna, Trustee, Board of Education  
 Kristine Furtaw, Secretary, Board of Education  
 Ann Gallagher-Durst, S.T.E.A.M. Teacher  
 Stephanie Germain, High School Teacher  
 Erin Gillespie, Middle School Teacher  
 Terry Gissendanner, ABM Account Manager

Sarah Goddard, Elementary Teacher  
 Amanda Gottardo, Middle School Teacher  
 Kathy Guiney, Director of Food Service  
 Mary Hohmann, High School Special Education Teacher  
 Alayna Hunter, Elementary Teacher  
 Cheryl Jahr, Middle School Teacher  
 Leah Kaganac, High School Teacher  
 Andrew Kastl, High School Principal  
 David Kochan, Elementary Principal  
 Eric Lamont, Network and Computer Technician  
 Nancy Laratonda, School Social Worker  
 Kristie Lashbrook, Director of Student Support Services  
 Emily Leach, Middle School Teacher  
 Sheila Lepak, Counselor  
 Heidi Mangune, Elementary Dean of Students  
 Krista McLeod, Middle School Teacher  
 Margaret Munro, Middle School Teacher  
 Elyse Ottenbacher, Early Childhood Program  
 Angela Pacitto, Trustee, Board of Education  
 Samantha Perry, School Social Worker  
 Meghan Radoicic, Elementary Teacher  
 Teresa Ranger, Elementary Teacher  
 Christopher Rinehart, Director of Athletics, Facilities &  
 School Safety  
 Michael Rineer, High School Teacher

Jason Robbins, High School CTE Teacher  
 Tammie Schadd, Director of Business & Management  
 Services  
 Kari Shagena, Middle School Teacher  
 John Schleder, High School Teacher  
 Jessica Schlehuber, Middle School Teacher  
 Jodi Schroeder, Elementary Teacher  
 Jessica Sexton, Vice President, Board of Education  
 Reen Shannon, Art Teacher  
 Kyle Simmons, Treasurer, Board of Education  
 Eric Stevenson, Elementary Teacher  
 Harold Swanger, Network and Computer Technician  
 Margaret Teltow, President, Board of Education  
 Jessica Thurman, Early Childhood Program  
 Preston Treend, High School Teacher  
 Amanda Turpin, Middle School Teacher  
 Katie VanSledright, Elementary Teacher  
 James Wagner, High School CTE Teacher  
 Kristina Walla, Middle School Teacher  
 Brian J. Walmsley, Superintendent  
 Autumn Walters, Elementary Teacher  
 Jennifer Wolfe, High School Teacher  
 Jolie Wycinski, School Social Worker  
 Megan Yaek, High School Teacher  
 Sherri Zube, Trustee, Board of Education

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## PREPAREDNESS PLAN ASSURANCES

Richmond Community Schools agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ Richmond Community Schools 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).
- ✓ Richmond Community Schools 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.
- ✓ Richmond Community Schools 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.
- ✓ Richmond Community Schools 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.
- ✓ Richmond Community Schools 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 they serve, if providers follow all emergency protocols identified by the State.
- ✓ Richmond Community Schools 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.
- ✓ Richmond Community Schools 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.
- ✓ Richmond Community Schools 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.
- ✓ Richmond Community Schools 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.
- ✓ Richmond Community Schools 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.

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## VIRUS STATUS

<p>Community spread of the virus is increasing and substantial.</p> <p>There is concern about health system capacity.</p> <p>Testing and tracing efforts may not be sufficient to control the spread of the pandemic.</p>	<p>The number of new cases and deaths has fallen for a period of time, but overall case levels are still high.</p> <p>Most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing.</p> <p>Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels.</p> <p>The overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.</p>	<p>New cases and deaths continue to decrease for an additional period of time.</p> <p>At this point, the number of active cases has reached a point where infection from other members of the community is less common.</p> <p>With widespread testing, positivity rates often fall much lower than earlier phases.</p> <p>Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall.</p>	<p>Post-Pandemic.</p> <p>Few, if any, active COVID-19 cases locally.</p> <p>Community spread not expected to return.</p> <p>Sufficient community immunity and availability of treatment.</p>
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## HOW TO KEEP SCHOOL COMMUNITIES SAFE

<p>Not applicable</p>	<p>School preparedness and response activities continue - conducting ongoing surveillance and executing a series of active mitigation measures.</p> <p>Schools should be prepared to implement social distancing measures.</p> <p>Short-term dismissals and suspension of extracurricular activities should be expected for cleaning and contact tracing purposes.</p>	<p>School preparedness and response activities around surveillance and active mitigation continue from Phase 4 with loosening of required safety protocols.</p> <p>Schools should remain prepared to implement social distancing measures.</p> <p>Short-term dismissals and suspension of extracurricular activities remain possible for cleaning and contact tracing purposes.</p>	<p>Practice good hygiene.</p>
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	Schools must consider the judgment of the local health department for the sub-region (i.e., county or ISD) of concern.	Students and teachers at increased risk of severe illness should remain prepared to implement remote teaching and learning modalities.  Schools must consider the judgment of the local health department for the sub-region of concern.	

## SCHOOL OPERATING STATUS

No in-person instruction, remote only	In-person instruction is permitted with required safety protocols.	Schools open for in-person instruction with minimal required safety protocols.	Open for in-person instruction
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## ESSENTIAL ACTIONS AND SAFETY PROTOCOLS

Safety Protocols Mental and Social-Emotional Well-being Instruction Operations	Safety Protocols Mental and Social-Emotional Well-being Instruction Operations	Safety Protocols Mental and Social-Emotional Well-being Instruction Operations	Safety Protocols
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## SAFETY PROTOCOLS: PERSONAL PROTECTIVE EQUIPMENT - REQUIRED

Schools are closed for in-person instruction.	<p>Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Except during meals, all staff shall be required to wear facial coverings (e.g. face-mask, disposable or reusable, or face-shield). The district shall provide appropriate facial coverings. Staff members that have a documented medical condition on file in the Superintendent's Office that prevent them from wearing a facial covering will not be required to wear a facial covering.</b></p> <ul style="list-style-type: none"> <li>PreK-5 and special education teachers should consider wearing clear masks.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The district shall offer a clear plastic face shield to preK-5 and special education teachers. These staff members will have the option to choose which face covering (e.g. face-mask, disposable or reusable, or face-shield) they shall wear. The district shall provide appropriate face shields. Staff members that have a documented medical condition on file in the Superintendent's Office, that prevent them from wearing a mask will not be required to wear a face-mask.</b></p> <ul style="list-style-type: none"> <li>Homemade facial coverings must be washed daily.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> During the daily announcements at each school, students and staff will be reminded to wash their homemade facial covering daily. The</b></p>	No requirements	Safety protocols are no longer required.
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	<p style="color: blue;">district expectation is that all families wash their homemade facial coverings daily. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals.</p> <ul style="list-style-type: none"> <li>Disposable facial coverings must be disposed of at the end of each day.</li> </ul> <p style="color: blue;"><u>Richmond's Return to School Roadmap Plan:</u> During the daily announcements at each school, students and staff will be reminded to dispose of any disposable facial coverings when they get home. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals.</p> <p>Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.</p> <p style="color: blue;"><u>Richmond's Return to School Roadmap Plan:</u> All staff, students and bus drivers are required to wear a facial covering during school transportation. The district shall provide appropriate facial coverings. Any staff or students that have a documented medical condition on file in the Superintendent's Office that prevent them from wearing a facial covering will not be required to wear a facial covering.</p> <p>Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.</p>		

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	<p><u>Richmond's Return to School Roadmap Plan:</u> All staff and students are required to wear a facial covering (e.g. face-mask, disposable or reusable, or face-shield) in hallways and common areas except during meals. The district shall provide appropriate facial coverings. Any staff or students that have a documented medical condition on file in the Superintendent's Office that prevent them from wearing a facial covering will not be required to wear a facial covering.</p> <ul style="list-style-type: none"> <li>• Homemade facial coverings must be washed daily.</li> </ul> <p><u>Richmond's Return to School Roadmap Plan:</u> During the daily announcements at each school, students and staff will be reminded to wash their homemade facial covering daily. The district expectation is that all families wash their homemade facial coverings daily. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals.</p> <ul style="list-style-type: none"> <li>• Disposable facing coverings must be disposed of at the end of each day.</li> </ul> <p><u>Richmond's Return to School Roadmap Plan:</u> During the daily announcements at each school, students and staff will be reminded to dispose of any disposable facial coverings when they get home. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals.</p> <ul style="list-style-type: none"> <li>• Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.</li> </ul> <p><u>Richmond's Return to School Roadmap Plan:</u> A Health Plan is required for students that provide a medical note from a physician indicating that they are exempt from wearing any form of a facial covering. The Director of Student Support</p>		
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	<p style="text-align: center;"><b>Services, in partnership with the building principal, shall be responsible for all Health Plans.</b></p> <p>Facial coverings must be worn in classrooms by all students in grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> All students in Grades 6-12 are required to wear facial coverings (e.g. face-mask, disposable or reusable, or face-shield) in the classroom. The district shall provide appropriate facial coverings. Any students that has a documented medical condition on file in the Superintendent's Office that prevent them from wearing a facial covering will not be required to wear a facial covering.</b></p> <p>All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> While students in Grade K-5 are required to wear face-covering (e.g. face-mask, disposable or reusable, or face-shield) in hallways and common areas, they are not required to wear facial coverings in classrooms. The student's parents or the student may opt to wear facial coverings in the classroom. The district shall provide appropriate facial coverings. Any students that have a documented medical condition on file in the Superintendent's Office that prevent them from wearing facial coverings will not be required to wear facial coverings.</b></p>		
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## SAFETY PROTOCOLS: PERSONAL PROTECTIVE EQUIPMENT – STRONGLY RECOMMENDED

<p>Schools are closed for in-person instruction.</p>	<p>Facial coverings should be considered for K-5 students and students with special needs in classrooms.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> While students in Grade K-5 are required to wear face-coverings (e.g. face-mask, disposable or reusable, or face-shield) in hallways and common areas, they are not required to wear a facial-coverings in classrooms. The student's parents or the student may opt to wear facial coverings in the classroom. The district shall provide appropriate facial coverings. Any staff or students that have a documented medical condition on file in the Superintendent's Office that prevent them from wearing facial coverings will not be required to wear facial coverings.</b></p> <p>Facial coverings should be considered for preK students and students with special needs in hallways and common areas.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> While students in Grade Pre-K are required to wear face coverings (e.g. face-mask, disposable or reusable, or face-shield) in hallways and common areas, they are not required to wear facial coverings in classrooms. The student's parents or the student may opt to wear facial coverings in the classroom. The district shall provide appropriate facial coverings. Any students that have a documented medical condition on file in the Superintendent's Office that prevent them from wearing facial coverings will not be required to wear facial coverings.</b></p> <ul style="list-style-type: none"> <li>Facial coverings are not recommended for use in classrooms by children ages 3 and 4.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> While students ages 3 and 4 are required to wear face coverings (e.g. face-mask, disposable or reusable, or face-shield) in hallways and common areas, they are not required to wear facial coverings</b></p>	<p>Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Except during meals, all staff shall be required to wear facial coverings (e.g. face-mask, disposable or reusable, or face-shield). The district shall provide appropriate facial coverings. Staff members that have a documented medical condition on file in the Superintendent's Office that prevent them from wearing a facial covering will not be required to wear facial coverings.</b></p> <ul style="list-style-type: none"> <li>PreK-5 and special education teachers should consider wearing clear masks.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The district shall offer a clear plastic face shield to preK-5 and special education teachers. These staff members will have the option to choose which face coverings (e.g. face-mask, disposable or reusable, or face-shield) they shall wear. The district shall provide appropriate face shields. Staff members that have a documented medical condition on file in the Superintendent's Office, that prevent them from wearing a mask will not be required to wear a face-mask.</b></p> <ul style="list-style-type: none"> <li>Homemade facial coverings must be washed daily.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> During the daily announcements at each school, students and staff will be reminded to wash their homemade facial coverings daily. The</b></p>	<p>Safety protocols are no longer required.</p>
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# Richmond Community Schools' 2020-21 Preparedness Plan

PHASE 1 – 3 NO IN-PERSON INSTRUCTION, REMOTE ONLY.	PHASE 4 IN-PERSON INSTRUCTION IS PERMITTED WITH REQUIRED SAFETY PROTOCOLS.	PHASE 5 SCHOOLS OPEN FOR IN-PERSON INSTRUCTION WITH MINIMAL REQUIRED SAFETY PROTOCOLS.	PHASE 6 OPEN FOR IN-PERSON INSTRUCTION
	<p>in classrooms. The student’s parents or the student may opt to wear facial coverings in the classroom. The district shall provide appropriate facial coverings.</p> <ul style="list-style-type: none"> <li>Facial coverings should never be used on children under age 2.</li> </ul> <p><u>Richmond’s Return to School Roadmap Plan:</u> The district does not provide services for children under the age of 2. Therefore, this recommendation is not applicable.</p>	<p>district expectation is that all families wash their homemade facial coverings daily. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals.</p> <ul style="list-style-type: none"> <li>Disposable facial coverings must be disposed of at the end of each day.</li> </ul> <p><u>Richmond’s Return to School Roadmap Plan:</u> During the daily announcements at each school, students and staff will be reminded to dispose of any disposable facial coverings when they get home. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals.</p> <p>Facial coverings should always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.</p> <p><u>Richmond’s Return to School Roadmap Plan:</u> All staff and students are required to wear facial coverings (e.g. face-mask, disposable or reusable, or face-shield) in hallways and common areas except during meals. The district shall provide appropriate facial coverings. Any staff or students that have a documented medical condition on file in the Superintendent’s Office that prevent them from wearing facial coverings will not be required to wear facial coverings.</p> <ul style="list-style-type: none"> <li>Homemade facial coverings should be washed daily.</li> </ul> <p><u>Richmond’s Return to School Roadmap Plan:</u> During the daily announcements at each school, students and staff will be</p>	

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		<p>reminded to wash their homemade facial coverings daily. The district expectation is that all families wash their homemade facial coverings daily. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals.</p> <ul style="list-style-type: none"> <li>Disposable facing coverings should be disposed of at the end of each day.</li> </ul> <p><u>Richmond's Return to School Roadmap Plan:</u> During the daily announcements at each school, students and staff will be reminded to dispose of any disposable facial coverings when they get home. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals.</p>	

## SAFETY PROTOCOLS: PERSONAL PROTECTIVE EQUIPMENT – RECOMMENDED

Schools are closed for in-person instruction.	No recommendations	<p>Facial coverings should be considered for preK students and students with special needs in hallways and common areas.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> While students in Grade Pre-K are required to wear face coverings (e.g. face-mask, disposable or reusable, or face-shield) in hallways and common areas, they are not required to wear facial coverings in classrooms. The student's parents or the student may opt to wear facial coverings in the classroom. The district shall provide appropriate facial coverings. Any students that have a documented medical condition on file in the Superintendent's Office that prevent them from wearing facial coverings will not be required to wear facial coverings.</p> <ul style="list-style-type: none"> <li>Facial coverings are not reusable in classrooms by children ages 3 and 4.</li> </ul>	Safety protocols are no longer required.
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		<p><u>Richmond's Return to School Roadmap Plan:</u> While students ages 3 and 4 are required to wear face coverings (e.g. face-mask, disposable or reusable, or face-shield) in hallways and common areas, they are not required to wear facial coverings in classrooms. The student's parents or the student may opt to wear facial coverings in the classroom. The district shall provide appropriate facial coverings.</p> <ul style="list-style-type: none"> <li>Facial coverings should never be used on children under age 2.</li> </ul> <p><b>Richmond's Return to School Roadmap Plan:</b> The district does not provide services for children under the age of 2. Therefore, this recommendation is not applicable.</p> <p>Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> While students in Grade K-5 are required to wear face coverings (e.g. face-mask, disposable or reusable, or face-shield) in hallways and common areas, they are not required to wear facial coverings in classrooms. The student's parents or the student may opt to wear facial coverings in the classroom. The district shall provide appropriate facial coverings. Any staff or students that have a documented medical condition on file in the Superintendent's Office that prevent them from wearing a facial covering will not be required to wear facial coverings.</p> <p>Facial coverings should be worn in classrooms by grades 6-12 students. Any student who cannot medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> All students in Grades 6-12 are required to wear facial coverings (e.g. face-mask, disposable or reusable, or face-shield) in the classroom. The district shall provide</p>	



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		<p>appropriate facial coverings. Any students that has a documented medical condition on file in the Superintendent's Office that prevent them from wearing facial coverings will not be required to wear a facial covering.</p> <p>Gloves are not required except for custodial staff or teachers cleaning their classrooms.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Gloves will only be required for custodial staff and teachers when cleaning their classroom.</p>	

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## SAFETY PROTOCOLS: HYGIENE - REQUIRED

Schools are closed for in-person instruction.	<p>Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> With support from the Macomb County Executive's Office, Macomb Intermediate School District (MISD), local donations, and district funds, the district has adequate supplies of soap, hand sanitizer, paper towel, tissues, facemasks, face shields, and sanitizing wipes. The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of signage to be posted throughout each building and restrooms to remind students and staff about appropriate handwashing techniques.</b></p> <p>Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Classroom teachers shall be responsible for teaching and reinforcing appropriate handwashing and sanitizing techniques. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals to reinforce appropriate handwashing.</b></p>	No requirements.	No requirements.
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## SAFETY PROTOCOLS: HYGIENE – STRONGLY RECOMMENDED

<p>Schools are closed for in-person instruction.</p>	<p>Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> Building administrators and Department leaders will educate staff on how to properly cough and sneeze into their elbow. Classroom teachers shall be responsible for teaching and reinforcing how to cough and sneeze into elbows or cover with a tissue, as well as proper disposal of tissues. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals to reinforce appropriate handwashing.</p> <p>Systematically and frequently check and refill soap and hand sanitizers.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> At designated times throughout the day, determined by the Director of Athletics, Facilities and School Safety and the building principals, the custodial staff shall document a check using a district-provided checklist, and as necessary may need to refill hand soap and hand-sanitizers throughout the buildings.</p> <p>Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> Students in Grades preK-5 shall have at least two scheduled handwashing breaks, as determined and documented by the classroom teacher.</p>	<p>Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> With support from the Macomb County Executive's Office, Macomb Intermediate School District (MISD), local donations, and district funds, the district has adequate supplies of soap, hand sanitizer, paper towel, tissues, facemasks, face shields, and sanitizing wipes. The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of signage to be posted throughout each building and restrooms to remind students and staff about appropriate handwashing techniques.</p> <p>Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> Classroom teachers shall be responsible for teaching and reinforcing appropriate handwashing and sanitizing techniques. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals to reinforce appropriate handwashing.</p> <p>Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> Building administrators and Department leaders will educate staff on how to properly cough and sneeze into their elbow. Classroom teachers shall be responsible for</p>	<p>No recommendation</p>
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	<p>Students in Grades 6-8 shall have scheduled handwashing breaks during 3<sup>rd</sup> hour and before lunch, as determined and documented by the building administrator and classroom teachers.</p> <p>Students in Grades 9-12 shall have two scheduled handwashing breaks during 2<sup>nd</sup> and 5<sup>th</sup> hour, as determined and documented by the building administrator and classroom teachers.</p> <p>Limit sharing of personal items and supplies such as writing utensils.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Students will be strongly encouraged by the classroom teacher to use their own resources and not share personal items and supplies. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals to reinforce not sharing personal items and supplies.</p> <p>Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Students will be strongly encouraged by the classroom teacher to use the storage spaces (e.g. cubbies and lockers) offered to them and not share these spaces with other students. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals to reinforce not sharing personal spaces.</p> <p>Students with odd numbered lockers will only be allowed to go to their lockers after 1<sup>st</sup> hour, 3<sup>rd</sup> hour, 5<sup>th</sup> hour, and at the end of the day. Students with even numbered lockers will only be allowed to go to their lockers in the morning, after 2<sup>nd</sup> hour, 4<sup>th</sup> hour, 6<sup>th</sup> hour, and at the end of the day for middle school.</p> <p>Limit use of classroom materials to small groups and disinfect between uses, or provide adequate supplies to assign for individual student use.</p>	<p>teaching and reinforcing how to cough and sneeze into elbows or cover with a tissue, as well as proper disposal of tissues. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals to reinforce appropriate handwashing.</p> <p>Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Students and staff are encouraged to wash their hands or utilize hand sanitizer after every class period.</p>	

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	<p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Depending on the age of the student, after each use student will sanitize commonly shared materials (e.g. keyboards, scissors, calculators, etc.). Teachers shall sanitize commonly shared materials for students not able to. The district shall provide spray bottles with EPA-approved sanitizing solutions.</p> <p>Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Outside all classrooms and office, as well as in vestibules to building, hand sanitizer stations are installed.</p>		

## SAFETY PROTOCOLS: HYGIENE - RECOMMENDED

<p>Schools are closed for in-person instruction.</p>	<p>Systematically and frequently check and refill soap and hand sanitizers.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> At designated times throughout the day, determined by the Director of Athletics, Facilities and School Safety and the building principals, the custodial staff shall document a check using a district-provided checklist, and if necessary may need to refill hand soap and hand-sanitizers throughout the buildings.</p> <p>Students and teachers should have scheduled handwashing with soap and water every 2-3 hours.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Students in Grades preK-5 shall have at least two scheduled handwashing breaks, as determined and documented by the classroom teacher.</p>	<p>Provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer with at least 60% alcohol for safe use by staff and older students, paper towels, and tissues).</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> With support from the Macomb County Executive's Office, Macomb Intermediate School District (MISD), local donations, and district funds, the district has adequate supplies of soap, hand sanitizer, paper towel, tissues, facemasks, face shields, and sanitizing wipes. The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of signage to be posted throughout each building</p>
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		<p>Students in Grades 6-8 shall have scheduled handwashing breaks during 3<sup>rd</sup> hour and before lunch, as determined and documented by the building administrator and classroom teachers.</p> <p>Students in Grades 9-12 shall have two scheduled handwashing breaks during 2<sup>nd</sup> and 5<sup>th</sup> hour, as determined and documented by the building administrator and classroom teachers.</p> <p>Limit sharing of personal items and supplies such as writing utensils.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Students will be strongly encouraged by the classroom teacher to use their own resources and not share personal items and supplies. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals to reinforce not sharing personal items and supplies.</p> <p>Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Students will be strongly encouraged by the classroom teacher to use the storage spaces (e.g. cubbies and lockers) offered to them and not share these spaces with other students. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals to reinforce not sharing personal spaces.</p> <p>Students with odd numbered lockers will only be allowed to go to their lockers after 1<sup>st</sup> hour, 3<sup>rd</sup> hour, 5<sup>th</sup> hour, and at the end of the day. Students with even numbered lockers will only be allowed to go to their lockers in the morning, after 2<sup>nd</sup> hour, 4<sup>th</sup> hour, 6<sup>th</sup> hour, and at the end of the day for middle school.</p> <p>Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.</p>	<p>and restrooms to remind students and staff about appropriate handwashing techniques.</p> <p>Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Classroom teachers shall be responsible for teaching and reinforcing appropriate handwashing and sanitizing techniques. The Director of Athletics, Facilities and School Safety shall provide a daily announcement script to building principals to reinforce appropriate handwashing.</p> <p>Systematically and frequently check and refill soap and hand sanitizers.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> At designated times throughout the day, determined by the Director of Athletics, Facilities and School Safety and the building principals, the custodial staff shall document a check using a district-provided checklist, and if necessary may need to refill hand soap and hand-sanitizers throughout the buildings.</p> <p>Encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be</p>

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		<p><u><i>Richmond’s Return to School Roadmap Plan:</i></u> Depending on the age of the student, after each use students will sanitize commonly shared materials (e.g. keyboards, scissors, calculators, etc.). Teachers shall sanitize commonly shared materials for students not able to. The district shall provide spray bottles with EPA-approved sanitizing solutions.</p> <p>Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.</p> <p><u><i>Richmond’s Return to School Roadmap Plan:</i></u> Outside all classrooms and office, as well as in vestibules to building, hand sanitizer stations are installed.</p>	<p>thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.</p> <p><u><i>Richmond’s Return to School Roadmap Plan:</i></u> Staff and students will be encouraged to cough and sneeze into their elbow and throw tissue away in the garbage.</p>

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## SAFETY PROTOCOLS: SPACING, MOVEMENT AND ACCESS – REQUIRED

<p>Schools are closed for in-person instruction.</p> <p>School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.</p> <p>School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.</p>	<p>No requirements.</p>	<p>No requirements.</p>	<p>Safety protocols no longer required.</p>
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## SAFETY PROTOCOLS: SPACING, MOVEMENT AND ACCESS – STRONGLY RECOMMENDED

<p>Schools are closed for in-person instruction.</p>	<p>Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Classroom teachers will be required to position desks with as much space as possible, as allowed by physical classroom and class enrollment, to allow for social distancing.</b></p> <p>In classrooms where large tables are utilized, space students as far apart as feasible.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Students utilizing large tables will be required to be spaced as far apart as possible. If student</b></p>	<p>No recommendations.</p>	<p>Safety protocols no longer required.</p>
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	<p>desk count allows, desks will be used in place of large tables to allow for social distancing.</p> <p>As feasible, arrange all desks facing the same direction toward the front of the classroom.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Classroom teachers will be required to arrange desks to be facing one direction, and spaced out as allowed by the physical classroom and class enrollment. In order to accommodate cooperative learning, the classroom teacher may modify the position of desks temporarily.</p> <p>Teachers should maintain six feet of spacing between themselves and students as much as possible.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Teachers and support staff will be required to maintain appropriate spacing between students and themselves, while still providing high quality instruction, support, and/or feedback.</p> <p>Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Family members and guests will not be allowed in school buildings except under extenuating circumstances. These circumstances may include, but are not limited to attending a student's IEP meeting, medical or personal hygiene concern, etc. Each building shall have a designated area for parents that have an extenuating circumstance to be in the building.</p> <p>Post signage to indicate proper social distancing.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of age-appropriate signage encouraging</p>		

# Richmond Community Schools' 2020-21 Preparedness Plan

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	<p>social distancing among students and staff. These signs shall be displayed in hallways, classrooms, and throughout the building.</p> <p>Floor tape or other markers should be used at six- foot intervals where line formation is anticipated.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of signage or floor tape where line formations are anticipated.</p> <p>Provide social distancing floor/seating markings in waiting and reception areas.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of floor/seat signage in waiting and reception areas.</p> <p>Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of signage indicating proper social distancing and hand hygiene techniques on restroom doors, in restrooms and throughout the buildings.</p> <p>Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> All adult guests entering the building beyond the designated lobby/checkpoint will be required to sanitize their hands prior to entering the building. In addition, a facial</p>		

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	covering will be provided to guests who are not wearing one. Visitor logs will be maintained in all buildings.		
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## SAFETY PROTOCOLS: SPACING, MOVEMENT AND ACCESS – RECOMMENDED

<p>Schools are closed for in-person instruction.</p>	<p>If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The classroom teacher shall be responsible for opening classroom windows at the beginning of the day and closing classroom windows at the end of the day, weather permitting. Accommodations will be made for students or staff with allergy-induced asthma.</b></p> <p>As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> RCS will make an effort to keep cohorts of students together and isolate them as much as possible. This will vary building to building and be more feasible at lower levels.</b></p> <p>As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> RCS will not include this recommendation in their plan.</b></p> <p>If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community</p>	<p>Spacing is six feet between desks to the extent that it is feasible.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Classroom teachers will be required to position desks with as much space as possible, as allowed by physical classroom and class enrollment to allow for social distancing.</b></p> <p>Class sizes should be kept to the level afforded by necessary spacing decisions.</p> <p>In classrooms where tables are utilized, space students as far apart as feasible.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Students utilizing large tables will be required to be spaced as far apart as possible. If student desk count allows, desks will be used in place of large tables to allow for social distancing.</b></p> <p>Arrange all desks facing the same direction toward the front of the classroom.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Classroom teachers will be required to arrange desks to be facing one direction, and spaced out as allowed by the physical classroom and class enrollment. In order to accommodate cooperative learning, the classroom teacher may modify the position of desks temporarily.</b></p> <p>Teachers should try to maintain six feet of spacing between themselves and students as such as possible.</p>	<p>Safety protocols no longer required.</p>
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	<p>organizations to identify safe spaces where children can engage virtually, especially if family members work and children cannot be home alone.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> RCS will not include this recommendation in their plan.</b></p> <p>Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> RCS will make every effort to keep students six-feet apart in hallways. When possible, staggered movements at incremental intervals will be used. However, this will not be feasible at all times.</b></p> <p>Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Staff will be assigned by the building principal specific areas or zones in a building to monitor the arrival and dismissal of students. Staff will also be required to encourage students to implement proper social distancing.</b></p> <p>Where possible, physical education should be held outside and social distancing of six feet should be practiced.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Physical Education classes shall be held outside, when weather temperature and conditions permit. Physical Education classes with virtual students may include instruction inside and outside of the building.</b></p> <p>Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access.</p>	<p><b><u>Richmond's Return to School Roadmap Plan:</u> Teachers and support staff will be required to maintain appropriate spacing between students and themselves, while still providing high quality instruction, support, and/or feedback.</b></p> <p>Post signage to indicate proper social distancing.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of age-appropriate signage encouraging social distancing among students and staff. These signs shall be displayed in hallways, classrooms, and throughout the building.</b></p> <ul style="list-style-type: none"> <li>Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of signage or floor tape where line formations are anticipated.</b></p> <ul style="list-style-type: none"> <li>Provide social distancing floor/seating markings in waiting and reception areas.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of floor/seat signage in waiting and reception areas.</b></p> <ul style="list-style-type: none"> <li>Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of signage indicating</b></p>	

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	<p><b><u>Richmond's Return to School Roadmap Plan:</u> Not applicable to the plan.</b></p> <p>Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of floor tape to divide hallways with floor arrows indicating traffic flow in hallways. Hallways will not be all one-way.</b></p> <p>Entrances and exits should be kept separate to keep traffic moving in a single direction.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in cooperation with the building administrator shall designate exterior doors to the building as either entrances and exits to the building to keep traffic moving and avoid congestion.</b></p>	<p style="text-align: center;"><b>proper social distancing and hand hygiene techniques on restroom doors, in restrooms and throughout the buildings.</b></p> <p>If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The classroom teacher shall be responsible for opening classroom windows at the beginning of the day and closing classroom windows at the end of the day, weather permitting. Accommodations will be made for students or staff with allergy-induced asthma.</b></p> <p>As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> RCS will make an effort to keep cohorts of students together and isolate them as much as possible. This will vary building to building and be more feasible at lower levels.</b></p> <p>As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> RCS will not include this recommendation in their plan.</b></p> <p>Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of blue floor tape to divide hallways with floor arrows indicating traffic flow in hallways.</b></p>	

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		<p>Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> RCS will make every effort to keep students six-feet apart in hallways. When possible, staggered movements at incremental intervals will be used. However, this will not be feasible at all times.</p> <p>Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Staff will be assigned by the building principal specific areas or zones in a building to monitor the arrival and dismissal of students. Staff will also be required to encourage students to implement proper social distancing.</p> <p>Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Not applicable to the plan.</p>	

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## SAFETY PROTOCOLS: SCREENING STUDENTS, STAFF, AND GUESTS - REQUIRED

Schools are closed for in-person instruction.	Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : Richmond will follow protocols issued by the Macomb County Health Department regarding screening students and staff, as outlined in the attached Appendix.	No requirements.	Safety protocols no longer required.
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## SAFETY PROTOCOLS: SCREENING STUDENTS, STAFF, AND GUESTS – STRONGLY RECOMMENDED

Schools are closed for in-person instruction.	Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : The Director of Athletics, Facilities and School Safety, in cooperation with the building administration, will identify a classroom or office area to be used as a quarantine area to care for students who become ill at school. Should this be the case, the principal shall assign a staff member to monitor and watch the quarantined student(s).  Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95mask is required.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : Students will be placed in the identified quarantine area and the principal will reassign a staff member to supervise the student(s). The district will purchase N-95 masks for identified staff to wear while monitoring students who become ill with symptoms of COVID-19.	Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : The Director of Athletics, Facilities and School Safety, in cooperation with the building administration, will identify a classroom or office area to be used as a quarantine area to care for students who become ill at school. Should this be the case, the principal shall assign a staff member to monitor and watch the quarantined student(s).  Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95mask is required.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : Students will be placed in the identified quarantine area and the principal will reassign a staff member to supervise the student(s). The district will purchase N-95 masks for identified staff to wear while monitoring students who become ill with symptoms of COVID-19.	Safety protocols no longer required.
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	<p>Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Symptomatic students will be sent home to quarantine until they have tested negative or show no symptoms for at least ten (10) days after the onset of original symptoms, per the Macomb County Health Department guidelines, as indicated in the attached Appendix.</p> <p>Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities, and School Safety shall coordinate the production and installation of self-assessment signs, as indicated in the Appendix. All staff who exhibit symptoms, either at home or upon arrival at work, shall not enter any school facilities. Staff with symptoms should stay home and contact their doctor.</p>	<p>Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Symptomatic students will be sent home to quarantine until they have tested negative or show no symptoms for at least ten (10) days after the onset of original symptoms, per the Macomb County Health Department guidelines, as indicated in the attached Appendix.</p> <p>Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The building principal shall be responsible for implementing a visitor sign-in documentation log that indicates the name, date and time any visitors to the building arrive as well as when they leave.</p>	

## SAFETY PROTOCOLS: SCREENING STUDENTS, STAFF, AND GUESTS – RECOMMENDED

Schools are closed for in-person instruction.	<p>A monitoring form (paper or electronic) for screening employees should be developed.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities, and School Safety shall coordinate the production and installation of self-assessment signs, as indicated in the Appendix. Staff shall self-assess their wellness, as outlined by the self-assessment signage, prior to entering any school facility.</p>	<p>Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities, and School Safety shall coordinate the production and installation of self-assessment signs, as indicated in the Appendix. All staff who exhibit symptoms, either at home or upon arrival at work, shall</p>	Safety protocols no longer required.
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	<p>Families are encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> The District’s expectation is that parents and/or guardians are assessing their child/ren for symptoms prior to putting them on the bus, sending or dropping them off at school. Any students who exhibit symptoms should remain at home.</b></p> <p>Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> The District’s expectation is that parents and/or guardians are assessing their child/ren for symptoms prior to putting them on the bus, sending or dropping them off at school. Any students who exhibit symptoms should remain at home and parents/guardians should contact their primary care provider.</b></p>	<p><b>not enter any school facilities. Staff with symptoms should stay home and contact their doctor.</b></p> <p>Any parents or guardians entering the building should wash or sanitize hands prior to entry.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> Parents or guardians entering the buildings will be required to utilize the hand sanitizer stations in the lobby of each building.</b></p> <p>Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> Except for a medical reason regarding a student, participation in an IEP, 504, etc., or an extenuating circumstance determined by the Director of Athletics, Facilities, and School Safety, in partnership with the building principal, no parent or guardians will be allowed in the school building,</b></p> <p>Parents or guardians are encouraged to check their children’s temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> It is the district expectation that all parents and guardians, or responsible adult who may be supervising a student before school, check their child’s temperature each morning prior to sending them to school. If the temperature is 100.4 or greater, the parent or guardian should not send their child to school and contact their medical provider.</b></p> <p>Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath,</p>	

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		<p>or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> It is the district expectation that all parents and guardians, or responsible adult who may be supervising a student before school, conduct a DAILY health screening of their child for symptoms such as, but not limited to fever, fatigue, body ache, new or worsening cough, loss of taste or smell, sore throat, shortness of breath, headache, congestion, nausea, or diarrhea prior to sending them to school. If the temperature is 100.4 or greater, the parent or guardian should not send their child to school and contact their medical provider.</p> <p>Entrances and exits should be kept separate to keep traffic moving in a single direction.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Other than the main entrance to the building, all entrances shall be one-way depending on the time of the day (e.g. morning = entrance and afternoon = exit).</p>	

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## SAFETY PROTOCOLS: TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES - REQUIRED

Schools are closed for in-person instruction.	Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : Richmond will follow protocols issued by the Macomb County Health Department regarding screening students and staff, as outlined in the attached Appendix.		
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## SAFETY PROTOCOLS: TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES – STRONGLY RECOMMENDED

Schools are closed for in-person instruction.	Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : Students who develop a fever or become ill shall be placed in the identified quarantine area, with a mask, and the principal will reassign a staff member to supervise the student(s). The school office personnel shall immediately contact the student's parent/guardian or emergency contacts to have the child picked up. If the student's parents/guardians or emergency contacts cannot be reached and/or the student is clinically unstable, the school office personnel shall contact 911 emergency personnel.  Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : Staff who develop a fever or become ill shall be placed in the identified quarantine area, with a mask, and the principal will reassign another staff member to monitor the symptomatic staff member. The school office personnel shall immediately contact the staff member's emergency contacts to be transported off-site.	Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : Students who develop a fever or become ill shall be placed in the identified quarantine area, with a mask, and the principal will reassign a staff member to supervise the student(s). The school office personnel shall immediately contact the student's parent/guardian or emergency contacts to have the child picked up. If the student's parents/guardians or emergency contacts cannot be reached and/or the student is clinically unstable, the school office personnel shall contact 911 emergency personnel.  Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.  <u><a href="#">Richmond's Return to School Roadmap Plan</a></u> : Staff who develop a fever or become ill shall be placed in the identified quarantine area, with a mask, and the principal will reassign another staff member to monitor the symptomatic staff member. The school office personnel shall	
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	<p>Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Symptomatic students and staff will be sent home to quarantine until they have tested negative or show no symptoms for at least ten (10) days after the onset of original symptoms, per the Macomb County Health Department guidelines, as indicated in the attached Appendix.</b></p> <p>Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Superintendent's Office or the Director of Athletics, Facilities, and School Safety, in cooperation with the building principal, will issue all notification letters to parents via School Messenger (telephone and email) of laboratory positive or clinically diagnosed cases. If notification is sent out, parents/guardians will be instructed to monitor their child/ren for any symptoms at home.</b></p> <p>In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Upon receiving confirmation of a laboratory or clinically diagnosed case of COVID-19 of a student or staff, the Superintendent's Office or the Director of Athletics, Facilities, and School Safety, in cooperation with the building principal, will issue a notification letter to parents/guardians and staff,</b></p>	<p><b>immediately contact the staff member's emergency contacts to be transported off-site.</b></p> <p>Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Superintendent's Office or the Director of Athletics, Facilities, and School Safety, in cooperation with the building principal, will issue all notification letters to parents and guardians via School Messenger (telephone and email) of laboratory positive or clinically diagnosed cases. If notification is sent out, parents/guardians will be instructed to monitor their child/ren for any symptoms at home.</b></p> <p>Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Symptomatic students and staff will be sent home to quarantine until they have tested negative or show no symptoms for at least ten (10) days after the onset of original symptoms, per the Macomb County Health Department guidelines, as indicated in the attached Appendix.</b></p> <p>In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Upon receiving confirmation of a laboratory or clinically diagnosed case of COVID-19 of a student or staff, the Superintendent's Office or the Director of</b></p>	

# Richmond Community Schools' 2020-21 Preparedness Plan

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	via School Messenger (e.g. telephone and email). The building principals shall contact any staff or the parent/guardian of a student who has been in close contact with the diagnosed individual. Close contact is defined as less than 6 feet in proximity for more than 15 minutes. Parents/guardians will be encouraged to contact their health care provider.	Athletics, Facilities, and School Safety, in cooperation with the building principal, will issue a notification letter to parents/guardians and staff, via School Messenger (e.g. telephone and email). The building principals shall contact any staff or the parent/guardian of a student who has been in close contact with the diagnosed individual. Close contact is defined as less than 6 feet in proximity for more than 15 minutes. Parents/guardians will be encouraged to contact their health care provider.	

## SAFETY PROTOCOLS: TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES – RECOMMENDED

<p>Schools are closed for in-person instruction.</p>	<p>Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan</a></u>: The District's expectation is that parents and/or guardians are assessing their child/ren for symptoms prior to putting them on the bus, sending or dropping them off at school. Parents/guardians are encouraged to check their child/ren temperature at home on a daily basis. Any students who exhibit symptoms should remain at home and parents/guardians should contact their primary care provider.</p> <p>Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan</a></u>: The District's expectation is that parents and/or guardians are assessing their child for symptoms prior to putting them on the bus, sending or dropping them off at school. Parents/guardians are encouraged to check their child's temperature at home on a daily basis. Any students who exhibit symptoms should</p>	<p>Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan</a></u>: The District's expectation is that parents and/or guardians are assessing their child/ren for symptoms prior to putting them on the bus, sending or dropping them off at school. Parents/guardians are encouraged to check their child/ren temperature at home on a daily basis. Any students who exhibit symptoms should remain at home and parents/guardians should contact their primary care provider.</p> <p>Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan</a></u>: The District's expectation is that parents and/or guardians are assessing their child for symptoms prior to putting them on the bus, sending or dropping them off at school. Parents/guardians are encouraged to check their child's temperature at home on a daily basis. Any students who exhibit symptoms should</p>	<p>No recommendations.</p>
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# Richmond Community Schools' 2020-21 Preparedness Plan

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	remain at home and parents/guardians should contact their primary care provider.	remain at home and parents/guardians should contact their primary care provider.	

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## SAFETY PROTOCOLS: RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS - REQUIRED

<p>Schools are closed for in-person instruction.</p>	<p>All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan</a></u>: Richmond will follow protocols issued by the Macomb County Health Department regarding confirmed cases of COVID-19, as outlined in the attached Appendix.</p>	<p>No requirements.</p>	<p>In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan</a></u>: If a student or staff test positive for COVID-19, the classroom or area exposed will be immediately closed until cleaning and disinfection can occur.</p> <p>If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision must be made in concert with the local public health department.</p> <p>Cleaning staff must wear a surgical mask when performing cleaning of these areas along with gloves and face shield.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan</a></u>: Custodial staff will wear gloves, mask and face shields when cleaning infected areas.</p>
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## SAFETY PROTOCOLS: RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS – STRONGLY RECOMMENDED

<p>Schools are closed for in-person instruction.</p>	<p>Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Superintendent's Office or the Director of Athletics, Facilities, and School Safety, in cooperation with the building principal, will issue all notification letters to the local health officials, via telephone, and staff and parents/guardians, via School Messenger (email and telephone), of laboratory positive or clinically diagnosed cases.</b></p> <p>The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The district will cooperate with the local health department to allow contact tracing.</b></p> <p>Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The district shall annually require staff to complete Safe Schools training that includes</b></p>	<p>Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Superintendent's Office or the Director of Athletics, Facilities, and School Safety, in cooperation with the building principal, will issue all notification letters to the local health officials, via telephone, and staff and parents/guardians, via School Messenger (email and telephone), of laboratory positive or clinically diagnosed cases.</b></p> <p>The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The district will cooperate with the local health department to allow contact tracing.</b></p> <p>Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The district shall annually require staff to complete Safe Schools training that includes</b></p>	<p>No recommendations.</p>
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	<p><b>confidentiality laws and statutes regarding students and staff health information.</b></p> <p>Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Employees may not return to work until they have tested negative or show no symptoms for at least ten (10) days after the onset of original symptoms, per the Macomb County Health Department guidelines, as indicated in the attached Appendix. The District shall require a "Return to Work" clearance by the employee's health care provider.</b></p> <p>Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Custodial staff will wear gloves, mask and face shields when cleaning infected areas.</b></p> <p>If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> If possible, small areas, such as classrooms, will be closed for 24 hours prior to cleaning.</b></p>	<p><b>confidentiality laws and statutes regarding students and staff health information.</b></p> <p>Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Employees may not return to work until they have tested negative or show no symptoms for at least ten (10) days after the onset of original symptoms, per the Macomb County Health Department guidelines, as indicated in the attached Appendix. The District shall require a "Return to Work" clearance by the employee's health care provider.</b></p>	

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## SAFETY PROTOCOLS: RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS – RECOMMENDED

Schools are closed for in-person instruction.	No recommendations	<p>If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.</p> <p><u><i>Richmond’s Return to School Roadmap Plan:</i></u> <i>If possible, small areas, such as classrooms, will be closed for 24 hours prior to cleaning.</i></p> <p>Cleaning staff should wear a surgical mask when performing cleaning of these areas along with gloves and face shield.</p> <p><u><i>Richmond’s Return to School Roadmap Plan:</i></u> <i>Custodial staff will wear gloves, mask and face shields when cleaning infected areas.</i></p>
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## SAFETY PROTOCOLS: FOOD SERVICE, GATHERING, AND EXTRACURRICULAR – REQUIRED

<p>Schools enact food distribution programs.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan:</a></u> The district will distribute meals as required following MDE/Federal guidelines using specific pick-up and/or drop-off locations.</p> <p>All inter-school activities are discontinued.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan:</a></u> The district discontinue inter-school activities as required.</p> <p>After-school activities are suspended.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan:</a></u> All in-person academic and athletic extracurricular activities are suspended. Virtual meetings may still occur.</p>	<p>Prohibit indoor assemblies that bring together students from more than one classroom.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan:</a></u> All indoor assemblies of more than one classroom are prohibited by the District.</p>	<p>No recommendations.</p>	<p>Safety protocols are no longer required.</p>
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## SAFETY PROTOCOLS: FOOD SERVICE, GATHERING, AND EXTRACURRICULAR – STRONGLY RECOMMENDED

<p>No recommendations.</p>	<p>No recommendations.</p>	<p>Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.</p>	<p>Safety protocols are no longer required.</p>
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		<p><u>Richmond's Return to School Roadmap Plan:</u> The food service department will use barrier protection, gloves, face shields, and mask when preparing and serving meals.</p> <p>Students, teachers, and cafeteria staff wash hands before and after every meal.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> All students and teachers will be encouraged to wash their hands before and after every meal. Food service staff are required to wash their hands before and after each meal.</p> <p>All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Any gatherings, including outdoor gatherings will comply with current and future Executive Orders (EO) of the Governor.</p> <p>If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Prior to approval, all field trips will be reviewed by the Superintendent, Director of Athletics, Facilities and School Safety, and the Building principal to determine if transportation safety guidelines and protocols can be followed as well as social distancing and personal protective equipment is required.</p>	
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## SAFETY PROTOCOLS: FOOD SERVICE, GATHERING, AND EXTRACURRICULAR – RECOMMENDED

No recommendations.	Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.	If possible, classrooms should be used for eating in place, taking into consideration food allergies.	Safety protocols are no longer required.
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	<p><b>Richmond's Return to School Roadmap Plan:</b> Classrooms or outdoor areas will not be utilized for students to eat meals at school. Students will eat in the cafeteria and every attempt will be made to maximize social distancing guidelines between students at the lunch tables and among lunch tables.</p> <p>If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.</p> <p><b>Richmond's Return to School Roadmap Plan:</b> Cafeterias will be utilized at all levels and the district will make every attempt to maximize appropriate social distancing when possible. Current facilities do not allow for staggered lunches within allowable instructional requirements. Additional lunch periods and building spaces will be used to increase social distancing, when available.</p> <p style="text-align: center;"><b>Elementary Lunch Schedule:</b> Grade 2 at 10:30am, Kindergarten at 11:05, Grade 1 at 11:40am, and Grade 3 at 12:15.</p> <p style="text-align: center;"><b>Middle School Lunch Schedule:</b> 4<sup>th</sup> Grade Lunch at 10:25, 5<sup>th</sup> Grade Lunch at 10:55, 6<sup>th</sup> Grade Lunch at 11:25, 7<sup>th</sup> Grade at 11:55, and 8<sup>th</sup> Grade at 12:25.</p> <p style="text-align: center;"><b>High School Lunch Schedule:</b> Lunch A from 10:55 to 11:25 in the cafeteria, Lunch B from 11:27-11:57 in the Mini Gymnasium, and Lunch C from 12:00-12:30 in the cafeteria.</p> <p>Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.</p> <p><b>Richmond's Return to School Roadmap Plan:</b> The food service department will use barrier protection, gloves, face shields, and mask when preparing and serving meals.</p> <p>Students, teachers, and food service staff should wash hands before and</p>	<p><b>Richmond's Return to School Roadmap Plan:</b> Classrooms will not be utilized for students to eat meals at school. Students will eat in the cafeteria and every attempt will be made to maximize social distancing guidelines between students at the lunch tables and among lunch tables. Consideration for students with food allergies will be made following school protocol.</p> <p>If cafeterias need to be used, meal times should be staggered to create seating arrangements with six feet of distance between students.</p> <p><b>Richmond's Return to School Roadmap Plan:</b> Cafeterias will be utilized at all levels and the district will make every attempt to maximize appropriate social distancing when possible. Current facilities do not allow for staggered lunches within allowable instructional requirements. Additional lunch periods and building spaces will be used to increase social distancing, when available.</p> <p style="text-align: center;"><b>Elementary Lunch Schedule:</b> Grade 2 at 10:30am, Kindergarten at 11:05, Grade 1 at 11:40am, and Grade 3 at 12:15.</p> <p style="text-align: center;"><b>Middle School Lunch Schedule:</b> 4<sup>th</sup> Grade Lunch at 10:30, 5<sup>th</sup> Grade Lunch at 11:00, 6<sup>th</sup> Grade Lunch at 11:30, 7<sup>th</sup>/8<sup>th</sup> Grade Lunch A at 12:00, and 7<sup>th</sup>/8<sup>th</sup> Grade Lunch B at 12:30.</p> <p style="text-align: center;"><b>High School Lunch Schedule:</b> Lunch A from 10:55 to 11:25 in the cafeteria, Lunch B from 11:27-11:57 in the Mini Gymnasium, and Lunch C from 12:00-12:30 in the cafeteria.</p> <p>If possible, school-supplied meals should be delivered to classrooms with disposable utensils.</p> <p><b>Richmond's Return to School Roadmap Plan:</b> Classrooms will not be utilized for students to eat meals at school. Students will eat in the cafeteria and every attempt will be made to maximize social distancing</p>	

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	<p>after every meal.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> All students and teachers will be encouraged to wash their hands before and after every meal. Food service staff are required to wash their hands before and after each meal.</p> <p>Students, teachers, and staff should wash hands before and after every event.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> All students, teachers, and staff will be encouraged to wash their hands before and after every meal.</p> <p>Large scale assemblies of more than 50 students are suspended.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities and School Safety, in conjunction with the building principal, will notify all staff that school and district activities of 50 people or more are suspended.</p> <p>Off-site field trips that require bus transportation to an indoor location are suspended.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities and School Safety, in conjunction with the building principal, will notify all staff that off-site field trips to indoor locations are suspended.</p> <p>Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Recess shall be conducted outdoors, weather permitting. The Director of Athletics, Facilities and School Safety, in conjunction with the building principal, and</p>	<p>guidelines between students at the lunch tables and among lunch tables. Disposable utensils will be used.</p> <p>Schools should offer telecasting of assemblies and other school-sanctioned events if able.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The District will make use of telecasting technology for assemblies and school-sanctioned events when feasible and appropriate. The District will also utilize PIXELLOT livestreaming technology to provide real-time coverage of events in the high school gymnasium and athletic field. If the technology is not available, assemblies and similar school-sanctioned events will not occur.</p> <p>Students and teachers should wash hands before and after every event.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> All students and teachers will be encouraged to wash their hands before and after every event.</p> <p>After-school programs may continue with the use of facial coverings.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> After-school extracurricular events, including facility rentals by outside organizations, will be allowed through the review and approval of the Director of Athletics, Facilities, and School Safety. All participants in after-school programs or outside rentals will be required to wear a face covering and follow Executive Order limits.</p>	

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	<p>cooperation with classroom teachers will develop a recess schedule to ensure no more than two (2) classes are outside at a time for recess. The elementary playground is divided into two sections, ages pre-K-5 and ages 5-12. At most, four (4) classrooms may be outside for recess, two on each playground.</p> <p>If possible, school-supplied meals should be delivered to classrooms with disposable utensils.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Food Service department will serve meals via the serving line in each kitchen, with students practicing appropriate social distancing. Disposable utensils will be utilized.</p> <p>If possible, schools should offer telecasting of assemblies and other school-sanctioned events.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The District will make use of telecasting technology for assemblies and school-sanctioned events when feasible and appropriate. The District will also utilize PIXELLOT livestreaming technology to provide real-time coverage of events in the high school gymnasium and athletic field. If the technology is not available, assemblies and similar school-sanctioned events will not occur.</p> <p>Extracurricular activities may continue with the use of facial coverings.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The District will comply with mandating the use of facial coverings at all extra-curricular events.</p>	
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# Richmond Community Schools' 2020-21 Preparedness Plan

<b>PHASE 1 – 3</b> <b>NO IN-PERSON INSTRUCTION,</b> <b>REMOTE ONLY.</b>	<b>PHASE 4</b> <b>IN-PERSON INSTRUCTION IS PERMITTED</b> <b>WITH REQUIRED SAFETY PROTOCOLS.</b>	<b>PHASE 5</b> <b>SCHOOLS OPEN FOR IN-PERSON INSTRUCTION</b> <b>WITH MINIMAL REQUIRED SAFETY PROTOCOLS.</b>	<b>PHASE 6</b> <b>OPEN FOR IN-PERSON INSTRUCTION</b>
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## SAFETY PROTOCOLS: ATHLETICS – REQUIRED

<p>All athletics are suspended.</p>	<p>Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> As a member of the MHSAA, all guidelines and requirements set by the MSHAA shall be followed.</b></p> <p>Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Under the direction of the Director of Athletics, Facilities and School Safety, all coaches shall complete the MHSAA Health Questionnaire and take the temperature of all student-athletes prior to every practice and contest. Coaching staff, both paid and volunteer coaches and student athletes will be required to wash, or sanitize, their hands before and after each practice and contest. Health screening, temperature checks, and handwashing shall be documented by the coaches and submitted to the Director of Athletics, Facilities and School Safety after each practice or contest. Symptomatic coaches and athletes will not be allowed to participate.</b></p> <p>All equipment must be disinfected before and after use.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety shall provide all head coaches with a pump spray container and EPA-approved disinfectant to disinfect all equipment. It shall be the responsibility of the head coach to document equipment has been disinfected before and after each use.</b></p>	<p>No requirements.</p>	<p>Safety protocols are no longer required.</p>
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	<p>Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u></b> Bus drivers and all paid and volunteer coaches and student-athletes that ride the bus are required to wear a facial covering during school transportation. The district shall provide appropriate facial coverings. The Director of Athletics, Facilities and School Safety shall provide each bus driver a pump-spray container and EPA-approved disinfectant to disinfect the bus before and after each run. The Director of Transportation will provide documented protocols for each bus driver to review and follow, as well as sign-off upon completion.</p> <p>Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u></b> Spectators are required to provide and wear facial coverings while attending sporting events. The Director of Athletics, Facilities and School Safety shall be responsible for ordering and coordinating the installation of signage promoting social distancing. Public announcements will be made by the Director of Athletics, Facilities and School Safety, or designee, reminding spectators to social distance. However, ultimately it shall be the responsibility of the spectator to maintain appropriate social distancing.</p> <p>Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u></b> Paid and/or volunteer coaches and student-athletes are responsible for providing their own water bottles for use during practices and contests. Should a student-athlete not be able to provide their own water bottle, the district shall</p>		
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	<p>provide one for them. Common water sources, such as water troughs, Gatorade jugs, or hoses, are strictly prohibited.</p> <p>Handshakes, fist bumps, and other unnecessary contact must not occur.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Student-athletes and coaches will use an alternative mode to demonstrate sportsmanship and celebration after a practice or contest rather than hand-shakes and high-fives. It shall be the responsibility of the coaches to regulate.</p> <p>Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Student-athletes and coaches are prohibited from utilizing indoor weight rooms. Coaches are responsible for ensuring social distancing guidelines are being followed while conditioning and practicing.</p> <p>Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Unless instructed otherwise by the MHSAA or the NFHS, the district shall limit spectators to 100 people for outdoor events. A spectator does not include student-athletes or band members. The list of spectators will be defined among both participating schools.</p>		

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## SAFETY PROTOCOLS: ATHLETICS – STRONGLY RECOMMENDED

<p>All athletics are suspended.</p>	<p>No recommendations.</p>	<p>Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Unless instructed otherwise by the MHSAA or the NFHS, the district shall limit spectators to 50 people for indoor events and 250 people for outdoor events. A spectator does not include student-athletes or band members. The list of spectators will be defined among both participating schools. Ultimately, it shall be the responsibility of the spectator to maintain appropriate social distancing.</p> <p>Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Under the direction of the Director of Athletics, Facilities and School Safety, all coaches shall complete the MHSAA Health Questionnaire and take the temperature of all student-athletes prior to every practice and contest. Coaching staff, both paid and volunteer coaches and student athletes will be required to wash, or sanitize, their hands before and after each practice and contest. Health screening, temperature checks, and handwashing shall be documented by the coaches and submitted to the Director of Athletics, Facilities and School Safety after each practice or contest. Symptomatic coaches and athletes will not be allowed to participate.</p> <p>All equipment must be disinfected before and after use.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> The Director of Athletics, Facilities and School Safety shall provide all head coaches with a pump</p>	<p>Safety protocols are no longer required.</p>
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		<p>spray container and EPA-approved disinfectant to disinfect all equipment. It shall be the responsibility of the head coach to document equipment has been disinfected before and after each use.</p> <p>Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.</p> <p><u><i>Richmond’s Return to School Roadmap Plan:</i></u> Bus drivers will be required to disinfect their buses before and after each run. The Director of Athletics, Facilities and School Safety will provide each bus driver a pump-spray container and EPA approved disinfectant to disinfect the bus before and after each use. The Director of Transportation will provide documented protocols for each bus driver to review and follow, as well as sign-off upon completion.</p> <p>Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.</p> <p><u><i>Richmond’s Return to School Roadmap Plan:</i></u> Paid and/or volunteer coaches and student-athletes are responsible for providing their own water bottles for use during practices and contests. Should a student-athlete not be able to provide their own water bottle, the district shall provide one for them. Common water sources, such as water troughs, Gatorade jugs, or hoses, are strictly prohibited.</p>	
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## SAFETY PROTOCOLS: SAFETY PROTOCOLS: ATHLETICS – RECOMMENDED

All athletics are suspended.		<p>Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.</p> <p><u><i>Richmond’s Return to School Roadmap Plan:</i></u> Student-athletes and coaches may utilize indoor weight rooms. Coaches are responsible for</p>	Safety protocols are no longer required.
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		<p>ensuring social distancing guidelines are being followed while conditioning and practicing.</p> <p>Handshakes, fist bumps, and other unnecessary contact should not occur.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Student-athletes and coaches will use an alternative mode to demonstrate sportsmanship and celebration after a practice or contest rather than hand-shakes and high-fives. It shall be the responsibility of the coaches to regulate.</p>	

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## SAFETY PROTOCOLS: CLEANING – REQUIRED

<p>Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.</p>	<p>Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> An EPA-approved disinfectant shall be utilized by the custodial staff. The Director of Athletics, Facilities and School Safety, in conjunction with the building administrator, shall develop and document a regular cleaning schedule that disinfects frequently touched surfaces, light switches, doors, benches, and bathrooms at least every four (4) hours.</p> <p>Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> An EPA-approved disinfectant shall be utilized by the custodial staff. The Director of Athletics, Facilities and School Safety, in conjunction with the building administrator, shall develop and document a regular cleaning schedule for these areas.</p> <p>Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> Student desks will be wiped down during teachers' preparation period each day by the custodial staff. After each class period in Grades 6-12, students will wipe down their desk with paper towel after the classroom teacher sprays EPA-approved disinfectant. The district shall provide spray bottles and EPA-approved sanitizing solutions.</p>	<p>No requirements.</p>	<p>Safety protocols are no longer required.</p>
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	<p>Playground structures must continue to undergo normal routine cleaning, but using an EPA- approved disinfectant is unnecessary.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Using a pump spray container and EPA-approved disinfectant, the custodial staff will document disinfecting playground equipment at least twice per day, i.e. prior to lunch recess and after school. A defined cleaning schedule shall be developed by the Director of Athletics, Facilities, and School Safety in conjunction with the building administrator and custodial staff.</p> <p>Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> The Director of Athletics, Facilities, and School Safety and the Custodial Supervisor shall ensure all cleaning and disinfectants are stored and securely away from children.</p> <p>Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> The Director of Athletics, Facilities, and School Safety and the Custodial Supervisor shall ensure all custodians are wearing gloves, facemasks and face-shields when cleaning.</p>		
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## SAFETY PROTOCOLS: CLEANING – STRONGLY RECOMMENDED

	<p>No recommendations.</p>	<p>Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> An EPA-approved disinfectant shall be utilized by the custodial staff. The Director of</p>	<p>Safety protocols are no longer required.</p>
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		<p>Athletics, Facilities and School Safety, in conjunction with the building administrator, shall develop and document a regular cleaning schedule that disinfects frequently touched surfaces, light switches, doors, benches, and bathrooms at least every four (4) hours.</p> <p>Libraries, computer labs, arts, and other hands- on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> An EPA-approved disinfectant shall be utilized by the custodial staff. The Director of Athletics, Facilities and School Safety, in conjunction with the building administrator, shall develop and document a regular cleaning schedule that disinfects these areas.</p> <p>Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Student desks will be wiped down during teachers' preparation period each day by the custodial staff. After each class period in Grades 6-12, students will wipe down their desk with paper towel after the classroom teacher sprays EPA-approved disinfectant. The district shall provide spray bottles and EPA-approved sanitizing solutions.</p> <p>Playground structures must continue to undergo normal routine cleaning, but using an EPA- approved disinfectant is unnecessary.</p> <p><u>Richmond's Return to School Roadmap Plan:</u> Using a pump spray container and EPA-approved disinfectant, the custodial staff will document disinfecting playground equipment at least twice per day, i.e. prior to lunch recess and after school. A defined cleaning schedule shall be developed by the Director of Athletes, Facilities, and School Safety in conjunction with the building administrator and custodial staff.</p>	



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		<p>Athletics equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.</p> <p><i><b>Richmond's Return to School Roadmap Plan:</b></i> The Director of Athletics, Facilities and School Safety shall provide all head coaches with a pump spray container and EPA-approved disinfectant or diluted bleach solution to disinfect all equipment. It shall be the responsibility of the head coach to document equipment has been disinfected before and after each use.</p> <p>Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.</p> <p><i><b>Richmond's Return to School Roadmap Plan:</b></i> The Director of Athletics, Facilities, and School Safety and the Custodial Supervisor shall ensure all cleaning and disinfectants are stored and securely away from children.</p>	

## SAFETY PROTOCOLS: CLEANING –RECOMMENDED

	No recommendations	<p>Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.</p> <p><i><b>Richmond's Return to School Roadmap Plan:</b></i> The Director of Athletics, Facilities, and School Safety and the Custodial Supervisor shall ensure all custodians are wearing gloves, facemasks and face-shields when cleaning.</p>	
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## SAFETY PROTOCOLS: BUSING AND STUDENT TRANSPORTATION – REQUIRED

<p>All busing operations are suspended.</p>	<p>Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The District will install hand sanitizer stations in the entrance of the bus and require all students to utilize if before entering the bus.</b></p> <p>The bus driver, staff, and all students in grades preK-12, 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.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The bus driver, staff and students will be required to wear a facial covering while on the bus. The District will provide a washable mask for all staff and students and disposable masks will be available if students forget their washable mask. Face shields will be offered to bus drivers to wear.</b></p> <p>Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in cooperation with the Director of Transportation, will provide all bus drivers with a pump-sprayer with EPA-approved disinfectant to disinfect buses before and after each use. Disinfectant spray bottles and paper towels will also be provided to bus drivers. At no time will children be present during the disinfecting.</b></p> <p>Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat</p>	<p>No requirements.</p>	<p>Safety protocols are no longer required.</p>
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	<p>belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Bus drivers will be required to disinfect frequently touched surfaces, such as the driver's cockpit, hard seats, arm rests, door handles, seat belts, lights and air controls, doors and windows prior to morning and afternoon routes.</p> <p>Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Where applicable, Bus drivers will be required to disinfect equipment such as wheelchairs, walkers, and adaptive equipment being transported to school before their morning run or at the bus stop of the student.</p> <p>Create a plan for getting students home safely if they are not allowed to board the vehicle.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Parents, guardians or responsible adult of students age 12 and under are expected to be and remain at the bus stop until the bus arrives. If a student age 12 and under is not allowed on the bus because they did not pass the health screen or temperature check, students will be required to return home with the parent, guardian or responsible adult present at the bus stop.</p> <p><b><u>If a student over 12 years of age is not allowed on the bus, the bus driver will call the student's parent and/or guardian to notify them. The student is expected to return home and wait for direction from their parent or guardian.</u></b></p> <p>If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above.</p>		
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	<p>If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Students who become ill during the day are required to have their parent/guardian or emergency contact pick them up from the school. Students who are ill will be placed in the "quarantined room" until an adult arrive to take them home. For high school students, if they are able to drive or walk home, the parent/guardian may authorize them to be released from school.</p> <p>Bus drivers who become ill during the day, will not be allowed to drive a bus and are expected to go home and seek medical consultation. If the illness is severe, the emergency contact of the driver will be called or EMS.</p> <p>Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Weather permitting, Bus drivers are required to keep doors and windows open while disinfecting the bus and between trips. The afternoon mechanic is required to ensure all buses are secure each night before going home.</p> <p>Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Weather permitting, Bus drivers are required to open all windows prior to their morning run and keep windows open during their run. Based on weather, it may be necessary to partially close windows (i.e. rain, snow, etc.). Students will be expected to dress appropriately due to bus windows being in their open position.</p>		
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## SAFETY PROTOCOLS: BUSING AND STUDENT TRANSPORTATION – STRONGLY RECOMMENDED

	<p>No recommendations.</p>	<p>Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The District will install hand sanitizer stations in the entrance of the bus and require all students to utilize it before entering the bus.</b></p> <p>The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The bus driver, staff and students will be required to wear facial coverings while on the bus. The District will provide a washable mask for all staff and students and disposable masks will be available if students forget their washable mask. Face shields will be offered to bus drivers to wear.</b></p> <p>Clean and disinfect transportation vehicles regularly. Children must not be present when a vehicle is being cleaned.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in cooperation with the Director of Transportation, will provide all bus drivers with a pump-sprayer with EPA-approved disinfectant to disinfect buses before and after each use. Disinfectant spray bottles and paper towels will also be provided to bus drivers. At no time will children be present during the disinfecting.</b></p> <p>Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Bus drivers will be required to disinfect frequently touched surfaces, such as the driver's cockpit,</b></p>	<p>Safety protocols are no longer required.</p>
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		<p>hard seats, arm rests, door handles, seat belts, lights and air controls, doors and windows prior to morning and afternoon routes.</p> <p>Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> <i>Where applicable, Bus drivers will be required to disinfect equipment such as wheelchairs, walkers, and adaptive equipment being transported to school before their morning run or at the bus stop of the student.</i></p> <p>Create a plan for getting students home safely if they are not allowed to board the vehicle.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> <i>Parents, guardians or responsible adult of students age 12 and under are expected to be and remain at the bus stop until the bus arrives. If a student age 12 and under is not allowed on the bus because they did not pass the health screen or temperature check, students will be required to return home with the parent, guardian or responsible adult present at the bus stop.</i></p> <p><i>If a student over 12 years of age is not allowed on the bus, the bus driver will call the student's parent and/or guardian to notify them. The student is expected to return home and wait for direction from their parent or guardian.</i></p> <p><i>If a student becomes sick during the day, they should not use group transportation to return home and must follow protocols outlined above.</i></p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> <i>Students who become ill during the day are required to have their parent/guardian or emergency contact pick them up from the school. Students who are ill will be placed in the "quarantined room" until an adult arrives to take them home. For</i></p>	

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		<p>high school students, if they are able to drive or walk home, the parent/guardian may authorize them to be released from school.</p> <p>If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Bus drivers who become ill during the day, will not be allowed to drive a bus and are expected to go home and seek medical consultation. If the illness is severe, the emergency contact of the driver will be called or EMS.</p>	

## BUSING AND STUDENT TRANSPORTATION – RECOMMENDED

	No recommendations.	<p>Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Weather permitting, Bus drivers are required to keep doors and windows open while disinfecting the bus and between trips. The afternoon mechanic is required to ensure all buses are secure each night before going home.</p> <p>Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Weather permitting, Bus drivers are required to open all windows prior to their morning run and keep windows open during their run. Based on weather, it may be necessary to partially close windows (i.e. rain, snow, etc.) Students will be expected to dress appropriately due to bus windows in their open position.</p>	Safety protocols are no longer required.
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## MEDICALLY VULNERABLE STUDENTS AND STAFF – STRONGLY RECOMMENDED

No recommendations.	<p>Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services, along with building administrators and teachers, will review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) to identify and address the needs of students. Current plans will be reviewed for families choosing a virtual educational option in order to ensure student needs are being addressed.</b></p> <p>Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> If a parent or guardian has self-identified their child as high risk, the parent/guardian is expected to contact the building administrator or counselor to discuss their child/ren's needs. If high risk is determined, an alternative learning arrangement will be provided.</b></p> <p><b><u>If a building principal or department director identifies a staff member or a staff member self-identifies as having a high-risk medical concerns risk, the administrator or staff should immediately contact the Superintendent, as review of the concerns may result in an alternative work assignment.</u></b></p>	<p>Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services, along with building administrators and teachers, will review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) to identify and address the needs of students. Current plans will be reviewed for families choosing a virtual educational option in order to ensure student needs are being addressed.</b></p> <p>Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> If a parent or guardian has self-identified their child as high risk, the parent/guardian is expected to contact the building administrator or counselor to discuss their child/ren's needs. If high risk is determined, an alternative learning arrangement will be provided.</b></p> <p><b><u>If a building principal or department director identifies a staff member or a staff member self-identifies as having a high-risk medical concerns risk, the administrator or staff should immediately contact the Superintendent, as review of the concerns may result in an alternative work assignment.</u></b></p>	Safety protocols are no longer required.
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## MEDICALLY VULNERABLE STUDENTS AND STAFF – RECOMMENDED

<p>No recommendations.</p>	<p>Pertaining to medically vulnerable students, revise the school’s remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> The Instructional portion of Richmond’s Return to School Roadmap addresses these concerns.</b></p> <p>Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should have N95 masks.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> If N95 masks are available and accessible to the district, staff that provide care that includes aerosol generating procedures will be provided an N95 mask. If N95 masks are not available, staff members will be provided facial coverings.</b></p> <p>Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> So long as it does not affect the operation of the organization, administration will engage and consult with bargaining units in order to modify job responsibilities for staff, when possible.</b></p>	<p>Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should have N95 masks.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> If N95 masks are available and accessible to the district, staff that provide care that includes aerosol generating procedures will be provided an N95 mask. If N95 masks are not available, staff members will be provided facial coverings.</b></p> <p>Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.</p> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> So long as it does not affect the operation of the organization, administration will engage and consult with bargaining units in order to modify job responsibilities for staff, when possible.</b></p>	<p>Safety protocols are no longer required.</p>
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## MENTAL AND SOCIAL-EMOTIONAL HEALTH – STRONGLY RECOMMENDED

<p>Schools should implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services, in cooperation with building administrators, classroom teachers and school social workers, will implement an age-appropriate mental health screening for all students, which will include four (4) different mental health screeners for students (e.g. Grade K-2, 3-5, 6-8, and 9-12) and utilize an online platform to collect feedback.</b></p> <p>Establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services, in cooperation with school</b></p>	<p>Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services, in cooperation with building administrators, classroom teachers and school social workers, will implement an age-appropriate mental health screening for all students, which will include four (4) different mental health screeners for students (e.g. Grade K-2, 3-5, 6-8, and 9-12) and utilize online platforms to collect feedback. Teachers will be trained on the implementation of the screener by school social workers and all screenings will be given during the first two weeks of school by classroom teachers and/or social workers.</b></p> <p>Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services, in cooperation with school social workers, will establish and communicate guidelines for an identification checklist and rapid referral process designed for at-risk students through the use of: (1) the online screeners implemented the first two weeks of school and (2) online Social Work Referral Form Utilized at each building.</b></p> <p>Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk</p>	<p>Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services, in cooperation with building administrators, classroom teachers and school social workers, will implement an age-appropriate mental health screening for all students, which will include four (4) different mental health screeners for students (e.g. Grade K-2, 3-5, 6-8, and 9-12) and utilize online platforms to collect feedback. Teachers will be trained on the implementation of the screener by school social workers and all screenings will be given during the first two weeks of school by classroom teachers and/or social workers.</b></p> <p>Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services, in cooperation with school social workers, will establish and communicate guidelines for an identification checklist and rapid referral process designed for at-risk students through the use of: (1) the online screeners implemented the first two weeks of school and (2) online Social Work Referral Form Utilized at each building.</b></p> <p>Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk</p>	
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<p>social workers, will establish and communicate guidelines for an identification checklist and rapid referral process designed for at-risk students through the use of: (1) the online screeners implemented the first two weeks of school and (2) online Social Work Referral Form Utilized at each building.</p> <p>Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in cooperation with building administrators and social workers, will provide professional development in August that will include a review of online screener, discussion of the identification of at risk students (social work referral form discussed), self-care for the staff, re-visit of mandated reporting protocols, Emergency Operation Plans (EOP) Protocols reviewed, and external and internal resources discussed (ex. CARE and Social Worker Website).</p>	<p>and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in cooperation with building administrators and social workers, will provide professional development in August that will include a review of online screener, discussion of the identification of at risk students (social work referral form discussed), self-care for the staff, re-visit of mandated reporting protocols, Emergency Operation Plans (EOP) Protocols reviewed, and external and internal resources discussed (ex. CARE and Social Worker Website). Topics to discuss include social-emotional, trauma-informed best practices, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.</p> <p>Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in partnership with the building principal, shall be the point person for centralizing mental health referrals, communication to families and students, and public-facing wellness materials.</p> <p>Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> During professional development in August, the Director of Student Support Services and Director of Athletics, Facilities and School Safety, in cooperation with building administrators and social workers, will re-visit the district's Emergency Operation Plans (EOP) protocols with staff regarding loss of</p>	<p>and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in cooperation with building administrators and social workers, will provide professional development in August that will include a review of online screener, discussion of the identification of at risk students (social work referral form discussed), self-care for the staff, re-visit of mandated reporting protocols, Emergency Operation Plans (EOP) Protocols reviewed, and external and internal resources discussed (ex. 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<p>Social Worker Website). Topics to discuss include social-emotional, trauma-informed best practices, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. All professional development will be provided through Microsoft Teams.</p> <p>Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> During professional development in August, the Director of Student Support Services and Director of Athletics, Facilities and School Safety, in cooperation with building administrators and social workers, will re-visit the district's Emergency Operation Plans (EOP) protocols with staff regarding loss of a student and staff, as well as review a comprehensive list of wellness resources available to both students and staff.</p> <p>Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in</p>	<p>a student and staff, as well as review a comprehensive list of wellness resources available to both students and staff.</p> <p>Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in partnership with the school social workers, will create and update a webpage of screening activities and community wellness resources located under the [Parent], [Student], and [Staff] tabs on the district's website.</p> <p>Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in partnership with the building principal, will review mandated reporting protocols for students as well as CARE resources for staff.</p> <p>Provide resources for staff self-care, including resiliency strategies.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in partnership with the building principal, will remind staff about available resources for staff, which includes, but is not limited to, CARE and resources listed on the social worker website.</p> <p>Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The school social worker in each building shall be designated as the mental health liaison to work with public health agencies and community partners.</p>	<p>a student and staff, as well as review a comprehensive list of wellness resources available to both students and staff.</p> <p>Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in partnership with the school social workers, will create and update a webpage of screening activities and community wellness resources located under the [Parent], [Student], and [Staff] tabs on the district's website.</p> <p>Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in partnership with the building principal, will review mandated reporting protocols for students as well as CARE resources for staff.</p> <p>Provide resources for staff self-care, including resiliency strategies.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in partnership with the building principal, will remind staff about available resources for staff, which includes, but is not limited to, CARE and resources listed on the social worker website.</p> <p>Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The school social worker in each building shall be designated as the mental health liaison to work with public health agencies and community partners.</p>	

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<p>conjunction with screening activities, and that reference school and community wellness resources.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan:</a></u> The Director of Student Support Services, in partnership with the school social workers, will create and update a webpage of screening activities and community wellness resources located under the [Parent], [Student], and [Staff] tabs on the district's website.</p>	<p>Leverage MDE resources for student and staff mental health and wellness support.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan:</a></u> The Director of Student Support Services, in cooperation with building administrators and social workers, will leverage the resources of the Michigan Department of Education for students and staff, as appropriate.</p> <p>Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan:</a></u> The Director of Student Support Services will communicate to all school stakeholders the following resources:</p> <p><b>Macomb County Crisis Line: phone, 586-307-9100; text line, 741741</b></p> <p><b>Attach Letter to Social Worker webpage:</b> <a href="https://www.misd.net/Mental-Health-Resources/cover-letter.pdf">https://www.misd.net/Mental-Health-Resources/cover-letter.pdf</a></p> <p><b>Attach Letter to Parent section on district webpage:</b> <a href="https://www.misd.net/Mental-Health-Resources/cover-letter.pdf">https://www.misd.net/Mental-Health-Resources/cover-letter.pdf</a></p> <p>Communicate with parents and guardians, via a variety of channels, return to school transition information including:</p> <ul style="list-style-type: none"> <li>• Destigmatization of COVID-19;</li> <li>• Understanding normal behavioral response to crises;</li> <li>• General best practices of talking through trauma with children; and</li> <li>• Positive self-care strategies that promote health and wellness.</li> </ul>	<p>Leverage MDE resources for student and staff mental health and wellness support.</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan:</a></u> The Director of Student Support Services, in cooperation with building administrators and social workers, will leverage the resources of the Michigan Department of Education for students and staff, as appropriate.</p> <p>Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).</p> <p><u><a href="#">Richmond's Return to School Roadmap Plan:</a></u> The Director of Student Support Services will communicate to all school stakeholders the following resources:</p> <p><b>Macomb County Crisis Line: phone: 586-307-9100 text line: 741741 shared with staff and students</b></p> <p><b>Attach Letter to Social Worker webpage:</b> <a href="https://www.misd.net/Mental-Health-Resources/cover-letter.pdf">https://www.misd.net/Mental-Health-Resources/cover-letter.pdf</a></p> <p><b>Attach Letter to Parent section on district webpage:</b> <a href="https://www.misd.net/Mental-Health-Resources/cover-letter.pdf">https://www.misd.net/Mental-Health-Resources/cover-letter.pdf</a></p> <p>Communicate with parents and guardians, via a variety of channels, return to school transition information including:</p> <ul style="list-style-type: none"> <li>• Destigmatization of COVID-19;</li> <li>• Understanding normal behavioral response to crises;</li> <li>• General best practices of talking through trauma with children; and</li> <li>• Positive self-care strategies that promote health and wellness.</li> </ul>	

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	<p><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services will communicate to parents and guardians the following resources:</p> <p>Parent/guardian resources on the school social worker webpage and district website (parent tab) such as:</p> <p>Macomb Intermediate School District, Coronavirus Information: <a href="http://www.Misd.net/covid19">www.Misd.net/covid19</a> (Click on Macomb County Residents Tab for Parent and Community Resources)</p> <p>Macomb County Counseling Resources: <a href="https://www.misd.net/Mental-Health-Resources/cover-letter.pdf">https://www.misd.net/Mental-Health-Resources/cover-letter.pdf</a></p>	<p><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services will communicate to parents and guardians the following resources:</p> <p>Parent/guardian resources on the school social worker webpage and district website (parent tab) such as:</p> <p>Macomb Intermediate School District, Coronavirus Information: <a href="http://www.Misd.net/covid19">www.Misd.net/covid19</a> (Click on Macomb County Residents Tab for Parent and Community Resources)</p> <p>Macomb County Counseling Resources: <a href="https://www.misd.net/Mental-Health-Resources/cover-letter.pdf">https://www.misd.net/Mental-Health-Resources/cover-letter.pdf</a></p>	

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## INSTRUCTION OPTIONS BY PHASE

PHASE 1 – 3	PHASE 4	PHASE 5	PHASE 6
<p><b>100% Online Learning</b></p>  <p><b>Classroom Online</b></p>	<p><b>In-person Learning with several required Safety Protocols</b></p>  <p><b>Online Virtual Livestream Classroom</b></p>  <p><b>Classroom Online</b></p>	<p><b>In-person Learning with minimal required Safety Protocols</b></p>  <p><b>Online Virtual Livestream Classroom</b></p>  <p><b>Classroom Online</b></p>	<p><b>In-person Learning</b></p>  <p><b>Online Virtual Livestream Classroom</b></p>  <p><b>Classroom Online</b></p>



# Richmond Community Schools' 2020-21 Preparedness Plan

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## INSTRUCTION: GOVERNANCE – STRONGLY RECOMMENDED

Phase 1 – 3	Phase 4	Phase 5
<p><b>WHILE SCHOOLS ARE CLOSED FOR IN-PERSON INSTRUCTION</b></p> <p>Create a district Return to Instruction and Learning working group, potentially led by the Director of Curriculum, Chief Academic Officer or the equivalent, and composed of a broad group of stakeholders on the district and school level, to:</p> <ul style="list-style-type: none"> <li>Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.</li> <li>Revise the district’s remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.</li> <li>Share the district’s remote learning plan with all involved stakeholders.</li> </ul> <p><i>Richmond’s Return to School Roadmap Plan: The district conducted two parent surveys as well as held three parent meetings, via ZOOM, about their expectation for the district’s Return to School Plan. These survey results are located on the district’s website. In addition, the district contracted with Banach, and Banach to conduct an independent survey of staff and their thoughts about returning to school in the fall. The results of this survey are posted on the district’s website.</i></p> <p>The district also involved a comprehensive stakeholder group, approximately 70 staff and board members, who provided input and contributions to the district’s final Return to School Plan. The final district plan will be posted on the website for review by the community and Board before the Board of Education takes action on August 10, 2020.</p>	<p><b>BEFORE SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b></p> <p>Create a district Return to Instruction and Learning working group, potentially led by the Director of Curriculum, Chief Academic Officer or the equivalent, and composed of a broad group of stakeholders on the district and school level, to:</p> <ul style="list-style-type: none"> <li>Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.</li> <li>Revise the district’s remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.</li> <li>Share the district’s remote learning plan with all involved stakeholders.</li> </ul> <p><i>Richmond’s Return to School Roadmap Plan: The district conducted two parent surveys as well as held three parent meetings, via ZOOM, about their expectation for the district’s Return to School Plan. These survey results are located on the district’s website. In addition, the district contracted with Banach, and Banach to conduct an independent survey of staff and their thoughts about returning to school in the fall. The results of this survey are posted on the district’s website.</i></p> <p>The district also involved a comprehensive stakeholder group, approximately 70 staff and board members, who provided input and contributions to the district’s final Return to School Plan. The final district plan will be posted on the website for review by the community and Board before the Board of Education takes action on August 10, 2020.</p>	



# Richmond Community Schools' 2020-21 Preparedness Plan

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## INSTRUCTION: REMOTE INSTRUCTION/INSTRUCTION – STRONGLY RECOMMENDED

Phase 1 – 3	Phase 4	Phase 5
<b>WHILE SCHOOLS ARE CLOSED FOR IN-PERSON INSTRUCTION</b>	<b>BEFORE SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b>	<b>BEFORE SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b>
<p>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. Create opportunities for ongoing feedback.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools 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. Opportunities for ongoing feedback will be created.</b></p> <p>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.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools will utilize an in-class camera system with synchronous and asynchronous capabilities and will continue to utilize CITW strategies and best practices to promote engagement, consistency, and differentiation for all students. Richmond Community Schools will continue to consult with the MDE for high-quality digital resources.</b></p>	<p>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.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools will utilize an in-class camera system with synchronous and asynchronous capabilities and will continue to utilize CITW strategies and best practices to promote engagement, consistency, and differentiation for all students. Richmond Community Schools will continue to consult with the MDE for high-quality digital resources.</b></p> <p>Make expectations clear to school leaders and teachers around hybrid; or remote instruction that include:</p> <ul style="list-style-type: none"> <li>Best practices for blended or remote learning;</li> <li>Grade-level proficiencies;</li> <li>Differentiated support for students;</li> <li>The inclusion of social-emotional learning; and</li> <li>Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.</li> </ul>	<p>Set an instructional vision that ensures that:</p> <ul style="list-style-type: none"> <li>Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject</li> <li>Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.</li> <li>Every students' academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools instructional vision will have (1) assigned class schedules, continuing to use board approved state curriculum and materials for our students, (2) students will be NWEA tested in the fall, with a distance learning option for testing our virtual students, KRA assessed in kindergarten and (3) students' academic and social emotional-needs may be met with CARE Program, Calm Classroom, PBIS, and Onsite and Virtual Building Social Workers and Counselors. (See Social Emotional Section).</b></p> <p>Support schools to implement grade-level curricula that is aligned to Michigan preK-12 standards.</p>

# Richmond Community Schools' 2020-21 Preparedness Plan

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<p>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.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Richmond Community Schools will support schools to assess every student within the first few weeks of school using local and standard assessments through an on-line platform in order to understand where students are academically and inform instructional decisions for teachers, students, and families.</p> <p>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.</p> <ul style="list-style-type: none"> <li>Commence online intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and career and technical education.</li> <li>Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in partnership with the building administrators, will provide support with IEPs and review and revise IEPs, and 504's, in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and</p>	<p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Richmond Community Schools will use Schoology as base platform with Microsoft Teams as secondary delivery and/or complimentary instructional methodology. The district Grading Policies and State Curriculum will continue to be followed, regardless of in-person or virtual learning. Assessments/Feedback: Paper/Pencil, Online Testing capabilities incorporated with Schoology, Performance Matters, Verbal, Various web-based platforms, such as, Khan, Discovery Ed., etc. Differentiated support for students will be a combination of IEP/504/ELL – accommodations, access to resource support, Title One Services, content specific support class, and MTSS process. The inclusion of social-emotional learning may include Calm Classroom, PBIS, and Peer to Peer. Students, in-person/distance learners, will follow the Richmond Community Schools traditional school schedule.</p> <p>Set an instructional vision that ensures that:</p> <ul style="list-style-type: none"> <li>Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject</li> <li>Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.</li> <li>Every students' academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Richmond Community Schools instructional vision will have (1) assigned class schedules, continuing to use board approved state curriculum and materials for our students, (2) students will be NWEA tested in the fall with a distance learning option for testing for our virtual students (KRA</p>	<ul style="list-style-type: none"> <li>Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The building principal will provide supports to implement grade-level curricula supports in Atlas, Lesson Plans, and Planbook. The building principal, in partnership with teacher leaders, will train teachers and leaders in Schoology, Microsoft Teams, Camera System, and Performance Matters.</p> <p>Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.</p> <ul style="list-style-type: none"> <li>Commence intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and CTE.</li> <li>Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Student Support Services, in partnership with the building administrators, will provide support with IEPs and review and revise IEPs, and 504's, in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly. Richmond Community Schools will commence intervention and support services. RCS Plans will include all</p>
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# Richmond Community Schools' 2020-21 Preparedness Plan

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<p>parent feedback, and design accommodations and match services accordingly. Richmond Community Schools will commence intervention and support services. RCS Plans will include all programs and learning environments, especially special education, birth to five services, and CTE.</p> <p>RCS will continue to use established structures for general and special education teachers to have ongoing professional development and teacher collaboration vertically and horizontally regarding delivery methods for assessments and instruction as outlined in IEP's. RCS will continue to consider students' needs around accessibility and provide assistive technologies, where possible.</p> <p>Secure supports for students who are transitioning to postsecondary.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Office of Student Support Services, in partnership with the building principals and classroom teachers, will ensure appropriate supports are in place for students transitioning to postsecondary programs.</p> <p>Conduct checkpoints with school leaders around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional support.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> RCS will continue to conduct checkpoints around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.</p> <p>Remain connected with MDE about policies and guidance.</p>	<p>assessed in kindergarten), and (3) students' academic and social emotional-needs may be met with CARE Program, Calm Classroom, PBIS, and Onsite and Virtual Building Social Workers and Counselors. (See Social Emotional Section).</p> <p>Secure supports for students who are transitioning to postsecondary.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Office of Student Support Services, in partnership with the building principals and classroom teachers, will ensure appropriate supports are in place for students transitioning to postsecondary programs.</p> <p>Support schools to implement grade-level curricula that is aligned to Michigan preK-12 standards.</p> <ul style="list-style-type: none"> <li>Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The building principal will provide supports to implement grade-level curricula supports in Atlas, Lesson Plans, and Planbook. The building principal, in partnership with teacher leaders, will train teachers and leaders in Schoology, Microsoft Teams, Camera System, and Performance Matters.</p> <p>Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.</p> <ul style="list-style-type: none"> <li>Commence intervention and support services. Plans must include all programs and learning environments, especially</li> </ul>	<p>programs and learning environments, especially special education, birth to five services, and CTE.</p> <p>RCS will continue to use established structures for general and special education teachers to have ongoing professional development and teacher collaboration vertically and horizontally regarding delivery methods for assessments and instruction as outlined in IEP's. RCS will continue to consider students' needs around accessibility and provide assistive technologies, where possible.</p> <p>Inventory all intervention programs and services available to students on the district and school level and identify any gaps.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Richmond Community Schools will continue to inventory all intervention programs and services available to students at the district and building level. Each program will analyze data to identify academic gaps.</p> <p>Remain connected with MDE about policies and guidance.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Richmond Community Schools will continue to remain connected with MDE about policies and guidance.</p> <p>Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Office of Student Support Services will continue to, through the revise and review process of IEPs/504s/ELL plans, follow through with a continuation of services plan for students needing either occupational, physical,</p>	

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<p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools will continue to remain connected with MDE about policies and guidance.</b></p> <p>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.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Office of Student Support Services will continue to, through the revise and review process of IEPs/504s/ELL plans, follow through with a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.</b></p>	<p>special education, birth to five services, and CTE.</p> <ul style="list-style-type: none"> <li>• Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Student Support Services, in partnership with the building administrators, will provide support with IEPs and review and revise IEPs, and 504's, in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly. Richmond Community Schools will commence intervention and support services. RCS Plans will include all programs and learning environments, especially special education, birth to five services, and CTE.</b></p> <p><b>RCS will continue to use established structures for general and special education teachers to have ongoing professional development and teacher collaboration vertically and horizontally regarding delivery methods for assessments and instruction as outlined in IEP's. RCS will continue to consider students' needs around accessibility and provide assistive technologies, where possible.</b></p> <p>Inventory all intervention programs and services available to students on the district and school level and identify any gaps.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools will continue to inventory all intervention programs and</b></p>	<p><b>and/or speech and language therapy, including evaluations by school psychologists and social workers.</b></p> <p>Secure supports for students who are transitioning to postsecondary.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Office of Student Support Services, in partnership with the building principals and classroom teachers, will ensure appropriate supports are in place for students transitioning to postsecondary programs.</b></p> <p style="text-align: center;"><b>WHEN SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b></p> <p>Ensure that every student:</p> <ul style="list-style-type: none"> <li>• Has access to standards-aligned, grade- level instruction, including strategies to accelerate student learning;</li> <li>• Is assessed to determine student readiness to engage in grade-level content; and</li> <li>• Is offered scaffolds and supports to meet their diverse academic and social- emotional needs.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools will ensure that every student will (1) have access to standards-aligned, grade-level instruction and instructional strategies in-class, and distant learners will have class schedules, digital devices/hot spots, Schoology and Microsoft Teams' accounts (2) continue to be assessed using state and local assessments to determine student readiness, and (3) continue to be offered scaffolds and supports to meet their diverse academic and social emotional needs.</b></p>
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	<p><b>services available to students at the district and building level. Each program will analyze data to identify academic gaps.</b></p> <p>Remain connected with MDE about policies and guidance.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools will continue to remain connected with MDE about policies and guidance.</b></p> <p>Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Office of Student Support Services will continue to, through the revise and review process of IEPs/504s/ELL plans, follow through with a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.</b></p> <p style="text-align: center;"><b>WHEN SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b></p> <p>Ensure that every student:</p> <ul style="list-style-type: none"> <li>• Has access to standards-aligned, grade- level instruction, including strategies to accelerate student learning;</li> <li>• Is assessed to determine student readiness to engage in grade-level content; and</li> <li>• Is offered scaffolds and supports to meet their diverse academic and social- emotional needs.</li> </ul>	<p>Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> RCS will continue to conduct checkpoints around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.</b></p> <p>Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> RCS will continue to review data to identify overall trends and gaps in student learning to design systemic support and interventions.</b></p> <p>Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Office of Student Support and Services will conduct a review of each student's IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.</b></p> <p>Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> RCS will continue to procure any additional standards-aligned tools or materials to</b></p>
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	<p><b><u>Richmond's Return to School Roadmap Plan:</u></b> Richmond Community Schools will ensure that every student will (1) have access to standards-aligned, grade-level instruction and instructional strategies in-class, and distant learners will have class schedules, digital devices/hot spots, Schoology and Microsoft Teams' accounts (2) continue to be assessed using state and local assessments to determine student readiness, and (3) continue to be offered scaffolds and supports to meet their diverse academic and social emotional needs.</p> <p>Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> RCS will continue to conduct checkpoints around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.</p> <p>Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> RCS will continue to review data to identify overall trends and gaps in student learning to design systemic support and interventions.</p> <p>Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Office of Student Support and Services will conduct a review of each student's IEP in</p>	<p>support differentiation, intervention, and remote learning, based on students' needs.</p> <p>Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> RCS will set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.</p> <p>Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> RCS will continue to determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support based upon available resources.</p> <p>Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> RCS will continue to support schools to communicate regularly with families in their home language about their child's progress and targeted plans for</p>
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	<p>partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.</p> <p>Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> RCS will continue to procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.</p> <p>Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> RCS will set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.</p> <p>Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.</p> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> RCS will continue to determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school</p>	<p>students in need of additional support. RCS will accomplish this by using bilingual tutor, MISD supports, and local resources.</p>
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# Richmond Community Schools’ 2020-21 Preparedness Plan

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	<p style="color: blue;">programming, to potentially be leveraged to support students in need of additional support based upon available resources.</p> <p>Support schools to communicate regularly with families in their home language about their child’s progress and the targeted plans for students in need of additional support.</p> <p style="color: blue;"><u><b>Richmond’s Return to School Roadmap Plan:</b></u> <b>RCS will continue to support schools to communicate regularly with families in their home language about their child’s progress and targeted plans for students in need of additional support. RCS will accomplish this by using bilingual tutor, MISD supports, and local resources.</b></p> <p>If hybrid, activate plans to monitor and assess the following:</p> <ul style="list-style-type: none"> <li>• Connectivity and Access:***             <ul style="list-style-type: none"> <li>○ Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.</li> </ul> </li> <li>• Attendance:             <ul style="list-style-type: none"> <li>○ Develop systems to monitor and track students’ online attendance on a daily basis.</li> </ul> </li> <li>• Student Work:             <ul style="list-style-type: none"> <li>○ Teachers will assess the quality of student work and provide feedback to students and families.</li> <li>○ Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.</li> </ul> </li> </ul> <p style="color: blue;"><u><b>Richmond’s Return to School Roadmap Plan:</b></u> <b>RCS virtual learning will activate plans to monitor and assess:</b></p> <ul style="list-style-type: none"> <li>• <b>Connectivity and access: Provide hot spots and laptops as needed.</b></li> </ul>	
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		<ul style="list-style-type: none"> <li>○ RCS will ensure all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.</li> <li>• Attendance:                             <ul style="list-style-type: none"> <li>○ RCS will continue to utilize PowerSchool to monitor and track.</li> </ul> </li> <li>• Student Work:                             <ul style="list-style-type: none"> <li>○ Teachers will assess the quality of student work and report feedback in various ways.</li> <li>○ Students will be encouraged to self-assess the quality of their work and reflect on teacher feedback. Richmond Community Schools will train teachers and leaders in Schoology, Microsoft Teams, Camera System, and Performance Matters.</li> </ul> </li> </ul>	

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## INSTRUCTION: COMMUNICATION AND FAMILY SUPPORT – STRONGLY RECOMMENDED

Phase 1 – 3	Phase 4	Phase 5
<p style="text-align: center; color: red;"><b>WHILE SCHOOLS ARE CLOSED FOR IN-PERSON INSTRUCTION</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>Expectations around the duration of the closure and reopening;</li> <li>Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload. This should be done in collaboration with local bargaining units;</li> <li>Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and</li> <li>Training on accessing and using the school’s digital systems and tools, and workshops for families to build digital literacy.</li> </ul> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> RCS will continue to support families and their students and communicate regularly with families in their home language about their child’s progress and targeted plans for students in need of additional support. RCS will accomplish this by using bilingual tutor, MISD supports, and local resources.</b></p>	<p style="text-align: center; color: red;"><b>BEFORE SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>Expectations around their child’s return to school;</li> <li>Clear information about schedules and configurations, if hybrid;</li> <li>Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and</li> <li>Plans for each of the different school opening scenarios</li> </ul> <p><b><u>Richmond’s Return to School Roadmap Plan:</u> RCS will continue to support families and their students and communicate regularly with families in their home language about their child’s progress and targeted plans for students in need of additional support. RCS will accomplish this by using bilingual tutor, MISD supports, and local resources.</b></p> <p>Provide resources that demonstrate schools value parents as partners in their child’s education. Offer family supports that provide families with:</p> <ul style="list-style-type: none"> <li>Training about how to access and use the school’s chosen digital systems and tools;</li> <li>Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child;</li> <li>Opportunities to build their digital literacy; and</li> <li>Strategies to support their child’s learning at home</li> </ul>	

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	<p><u><i>Richmond's Return to School Roadmap Plan:</i></u> RCS will continue to support families and their students by providing technical training (i.e. help line), "how-to" handout, and videos. RCS will accomplish this by using MISD supports, 3<sup>rd</sup> party contractors, and local resources.</p>
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## INSTRUCTION: PROFESSIONAL LEARNING— **STRONGLY RECOMMENDED**

Phase 1 – 3	Phase 4	Phase 5
<p style="text-align: center; color: red;"><b>WHILE SCHOOLS ARE CLOSED FOR IN-PERSON INSTRUCTION</b></p> <p>Continue to provide professional learning and training through virtual modes for educators to:</p> <ul style="list-style-type: none"> <li>Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;</li> <li>Share knowledge, continuously learn, and exchange ideas, successes and failures around remote learning;</li> <li>Share information and data about students' assessment results, progress, and completed assignments;</li> <li>Learn how to use the school's digital systems and tools appropriately and sustainably; and</li> <li>Build capacity around high-quality remote learning.</li> </ul> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> Richmond Community Schools will continue to provide professional learning and training through virtual modes for educators to:</p> <ul style="list-style-type: none"> <li>Receive learning around equity and implicit bias, social-emotional learning, and culturally responsive education through our professional development offerings on our SafeSchools platform;</li> <li>Share knowledge and exchange ideas, successes, and failures around remote learning through email, virtual meetings, and administrator check-ins;</li> <li>Share information and data about students' assessment results, progress, and completed assignments through email, virtual meetings, and administrator check-ins. RCS will make use of the Performance Matters Data online data warehouse software when possible and make use of online assessment reports such as NWEA;</li> <li>Receive training in Microsoft Teams, Schoology, Classroom Camera System, and Performance</li> </ul>	<p style="text-align: center; color: red;"><b>BEFORE SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b></p> <p>Provide adequate time for schools and educators to engage in:</p> <ul style="list-style-type: none"> <li>Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;</li> <li>Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;</li> <li>Identify students who potentially need additional support; and</li> <li>Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.</li> </ul> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> Richmond Community Schools will provide adequate time for schools and educators to engage in:</p> <ul style="list-style-type: none"> <li>Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed as defined in the district approved curriculum and atlas;</li> <li>Identification of students who did not engage in remote learning at the end of the 19-20 school year. This data along with NWEA scores will be shared with RCS teachers. Additional supports are provided through 31a and Title I-A supports as built into the schedule and defined in the building MTSS processes;</li> <li>Identification of students who potentially need additional supports through our MTSS process in each building;</li> </ul>	

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<p style="color: blue; margin: 0;">Matters throughout the school year according to our Professional Development Plan;</p> <ul style="list-style-type: none"> <li>Build school leaders' and teachers' capacity to design, develop, and deliver high-quality remote learning through our professional development plan and curriculum development meetings.</li> </ul> <p>Utilize structures, such as professional learning communities, for educators to collaborate on prototypes for a week's worth of instruction to establish consistency and an appropriate workload.</p> <p style="color: blue; margin: 0;"><u>Richmond's Return to School Roadmap Plan:</u> Richmond will utilize its professional learning communities (Grade level and Content Teams) to collaborate on the design of curricular content and establish consistency and appropriate workload in our curriculum development meetings.</p>		<ul style="list-style-type: none"> <li>Sharing materials among teachers through Professional Development sessions, ISD announcements, teacher emails, and administrator notifications.</li> </ul> <p>Create a plan for professional learning and training, with goals to:</p> <ul style="list-style-type: none"> <li>Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;</li> <li>Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and</li> <li>Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.</li> </ul> <p style="color: blue; margin: 0;"><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools will create a plan for professional learning and training, with goals to:</p> <ul style="list-style-type: none"> <li>Provide training around equity and implicit bias, social-emotional learning, and culturally responsive education through our professional development offerings on our SafeSchools platform;</li> <li>Provide training for teachers in Microsoft Teams, Schoology, Classroom Camera System, and Performance Matters throughout the school year according to our Professional Development Plan;</li> <li>Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences through our professional development plan and curriculum development meetings.</li> </ul>	

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## INSTRUCTION: MONITORING – **STRONGLY RECOMMENDED**

Phase 1 – 3	Phase 4
<b>WHILE SCHOOLS ARE CLOSED FOR IN-PERSON INSTRUCTION</b>	<b>BEFORE SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b>
<p>Activate plans to monitor and assess the following:</p> <ul style="list-style-type: none"> <li>• <b>Connectivity and Access:</b> <ul style="list-style-type: none"> <li>○ Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.</li> </ul> </li> <li>• <b>Attendance:</b> <ul style="list-style-type: none"> <li>○ Develop systems to monitor and track students' online attendance on a daily basis.</li> </ul> </li> <li>• <b>Student Work:</b> <ul style="list-style-type: none"> <li>○ Teachers will assess the quality of student work and provide feedback to students and families.</li> <li>○ Students will self-asses the quality of work, reflect on teacher feedback, and learning progress.</li> </ul> </li> </ul> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> RCS will activate plans to monitor and assess:</p> <ul style="list-style-type: none"> <li>• <b>Connectivity and access: Provide hot spots and laptops as needed.</b> <ul style="list-style-type: none"> <li>○ RCS will ensure all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.</li> </ul> </li> <li>• <b>Attendance:</b> <ul style="list-style-type: none"> <li>○ RCS will continue to utilize PowerSchool to monitor and track.</li> </ul> </li> <li>• <b>Student Work:</b> <ul style="list-style-type: none"> <li>○ Teachers will assess the quality of student work and report feedback in various ways.</li> <li>○ Students will be encouraged to self-assess the quality of their work and reflect on teacher feedback.</li> </ul> </li> </ul>	<p>Activate plans to monitor and assess the following:</p> <ul style="list-style-type: none"> <li>• <b>Connectivity and Access:</b> <ul style="list-style-type: none"> <li>○ Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.</li> </ul> </li> <li>• <b>Attendance:</b> <ul style="list-style-type: none"> <li>○ Develop systems to monitor and track students' online attendance on a daily basis.</li> </ul> </li> <li>• <b>Student Work:</b> <ul style="list-style-type: none"> <li>○ Teachers will assess the quality of student work and provide feedback to students and families.</li> <li>○ Students will self-asses the quality of work, reflect on teacher feedback, and learning progress.</li> </ul> </li> </ul> <p><u><b>Richmond's Return to School Roadmap Plan:</b></u> RCS will activate plans to monitor and assess:</p> <ul style="list-style-type: none"> <li>• <b>Connectivity and access: Provide hot spots and laptops as needed.</b> <ul style="list-style-type: none"> <li>○ RCS will ensure all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.</li> </ul> </li> <li>• <b>Attendance:</b> <ul style="list-style-type: none"> <li>○ RCS will continue to utilize PowerSchool to monitor and track.</li> </ul> </li> <li>• <b>Student Work:</b> <ul style="list-style-type: none"> <li>○ Teachers will assess the quality of student work and report feedback in various ways.</li> <li>○ Students will be encouraged to self-assess the quality of their work and reflect on teacher feedback.</li> </ul> </li> </ul>

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Richmond Community Schools will train teachers and leaders in Schoology, Microsoft Teams, Camera System, and Performance Matters.		Richmond Community Schools will train teachers and leaders in Schoology, Microsoft Teams, Camera System, and Performance Matters.	

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## OPERATIONS: FACILITIES – STRONGLY RECOMMENDED

Phase 1 – 3	Phase 4	Phase 5
<b>WHILE SCHOOLS ARE CLOSED FOR IN-PERSON INSTRUCTION</b>	<b>BEFORE SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b>	<b>BEFORE SCHOOLS REOPEN FOR IN-PERSON OR HYBRID INSTRUCTION</b>
<p>Audit necessary materials and supply chain for cleaning and disinfection supplies.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> The Director of Athletics, Facilities, and School Safety, in partnership with the Superintendent and ABM Custodial Supervisor, will conduct an audit of all materials and supplies used for disinfecting and create a record of quantities on hand.</p> <p>Continue to maintain schools in good working order to prepare for the subsequent return of students.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> The Director of Athletics, Facilities, and School Safety, in partnership with the ABM Custodial Supervisor, will ensure buildings are being maintained and disinfected on a consistent schedule.</p> <p>Execute school cleaning and disinfection protocols according to the CDC School Decision Tree.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> The Director of Athletics, Facilities, and School Safety, in partnership with the ABM Custodial Supervisor, will ensure custodial staff are cleaning and disinfecting schools according to the CDC protocols.</p>	<p>Audit necessary materials and supply chain for cleaning and disinfection supplies.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> The Director of Athletics, Facilities, and School Safety, in partnership with the Superintendent and ABM Custodial Supervisor, will conduct an audit of all materials and supplies used for disinfecting and create a record of quantities on hand.</p> <p>Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.</p> <ul style="list-style-type: none"> <li>Advocate for ISDs to coordinate with LEMPs.</li> </ul> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Richmond Community Schools has worked in partnership with the Macomb Intermediate School District and the County Executive's Office of Macomb County to procure cleaning and disinfecting supplies as well as personal protective equipment.</p> <p>Audit any additional facilities that the district may have access to that could be used for learning.</p>	<p>Audit necessary materials and supply chain for cleaning and disinfection supplies.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> The Director of Athletics, Facilities, and School Safety, in partnership with the Superintendent and ABM Custodial Supervisor, will conduct an audit of all materials and supplies used for disinfecting and create a record of quantities on hand.</p> <p>Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.</p> <ul style="list-style-type: none"> <li>Advocate for ISDs to coordinate with LEMPs.</li> </ul> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> Richmond Community Schools has worked in partnership with the Macomb Intermediate School District and the County Executive's Office of Macomb County to procure cleaning and disinfecting supplies as well as personal protective equipment.</p> <p>Audit any additional facilities that the district may have access to that could be used for learning.</p>



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<p>Custodial staff are recommended to wear surgical mask when performing cleaning duties</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities, and School Safety, in partnership with the ABM Custodial Supervisor, will ensure custodial staff are wearing facial coverings when performing cleaning duties.</b></p> <p>ISDs and schools should create a contingency plan to coordinate the use of school buildings for essential actions including elections, food distribution, and child care, particularly for essential workers.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools will work in partnership with the MISD to create a contingency plan to coordinate the use of school buildings for essential actions including elections, food distribution, and child care, particularly for essential workers.</b></p> <p>Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.</p> <ul style="list-style-type: none"> <li>• Advocate for ISDs to coordinate with LEMPs.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> Richmond Community Schools has worked in partnership with the Macomb Intermediate School District and the County Executive's Office of Macomb County to procure cleaning and disinfecting supplies as well as personal protective equipment.</b></p>	<p><b><u>Richmond's Return to School Roadmap Plan:</u> The district does not have any ancillary facilities that could be used as learning facilities. Does not apply.</b></p> <p>Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in partnership with the building principal and ABM Custodial Supervisor, will establish a schedule for disinfecting buildings and playgrounds, as well as frequently touched surfaces, multiple times per day.</b></p> <p>Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and CDC. It is expected that this guidance will be updated in real-time based on the status of community spread local geographies.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in partnership with the ABM Custodial Supervisor, will notify custodial staff and other appropriate building staff of any changes to recommended cleaning guidelines.</b></p> <p>Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety and ABM Custodial Supervisor</b></p>	<p><b><u>Richmond's Return to School Roadmap Plan:</u> The district does not have any ancillary facilities that could be used as learning facilities. Does not apply.</b></p> <p>Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in partnership with the building principal and ABM Custodial Supervisor, will establish a schedule for disinfecting buildings and playgrounds, as well as frequently touched surfaces, multiple times per day.</b></p> <p>Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and CDC. It is expected that this guidance will be updated in real-time based on the status of community spread local geographies.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in partnership with the ABM Custodial Supervisor, will notify custodial staff and other appropriate building staff of any changes to recommended cleaning guidelines.</b></p> <p>Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety and ABM Custodial Supervisor</b></p>	<p><b><u>Richmond's Return to School Roadmap Plan:</u> The district does not have any ancillary facilities that could be used as learning facilities. Does not apply.</b></p>

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	<p><b>will meet at least once per week to review cleaning and disinfecting procedures and protocols based on the status of COVID-19.</b></p> <p>Custodial staff should continue deep cleaning over the summer.</p> <p><b>The Director of Athletics, Facilities and School Safety will ensure ABM, contractor for custodial services, continues to complete a deep cleaning of all facilities during the summer.</b></p> <p>Audit all school buildings with a focus on:</p> <ul style="list-style-type: none"> <li>How many classrooms are available;</li> <li>The size of each classroom;</li> <li>Additional spaces that are available (e.g., gym, lunchroom, auditorium, etc.); and</li> <li>The ventilation in each classroom.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety will conduct a written audit of all school buildings to determine the number of classrooms available, size of classrooms, additional spaces available, and the ventilation status in each classroom.</b></p> <p>Audit school security protocols to decide if any process changes need to be implemented.</p> <ul style="list-style-type: none"> <li>School security staff should follow CDC protocols if interacting with the general public.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in partnership with the building principals, will conduct a written security audit to</b></p>	<p><b>will meet at least once per week to review cleaning and disinfecting procedures and protocols based on the status of COVID-19.</b></p> <p>Encourage schools to provide advanced training for custodial staff.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety will ensure ABM, contractor for custodial services, is regularly training the custodial staff on CDC recommended protocols for cleaning and disinfecting.</b></p> <p>Custodial staff should continue deep cleaning over the summer.</p> <p><b>The Director of Athletics, Facilities and School Safety will ensure ABM, contractor for custodial services, continues to complete a deep cleaning of all facilities during the summer.</b></p> <p>Audit all school buildings with a focus on:</p> <ul style="list-style-type: none"> <li>How many classrooms are available;</li> <li>The size of each classroom;</li> <li>Additional spaces that are available (e.g., gym, lunchroom, auditorium, etc.); and</li> <li>The ventilation in each classroom.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety will conduct a written audit of all school buildings to determine the number of classrooms available, size of classrooms, additional spaces available, and the ventilation status in each classroom.</b></p> <p>Audit school security protocols to decide if any process changes need to be implemented.</p>
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# Richmond Community Schools' 2020-21 Preparedness Plan

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	<p><b>determine if protocols written in the district's Emergency Operations Plan (EOP) need to be revised.</b></p> <p>Maintain facilities for in-person school operations.</p> <ul style="list-style-type: none"> <li>Check HVAC systems at each building to ensure that they are running efficiently.</li> <li>Air filters should be changed regularly.</li> <li>Custodial staff should distribute wastebaskets, tissues, and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transit between sites.</li> <li>Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.</li> <li>Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety will ensure ABM, contractor for custodial services, and Metro Controls, contractor for heating and cooling, maintain and disinfect the facilities for in-person instruction.</b></p> <p>School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and exterior are ready for staff and students.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in partnership with the building principals and ABM Custodial Supervisor, will conduct a walkthrough to ensure facilities are ready for staff and students.</b></p>	<ul style="list-style-type: none"> <li>School security staff should follow CDC protocols if interacting with the general public.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety, in partnership with the building principals, will conduct a written security audit to determine if protocols written in the district's Emergency Operations Plan (EOP) need to be revised.</b></p> <p>Maintain facilities for in-person school operations.</p> <ul style="list-style-type: none"> <li>Check HVAC systems at each building to ensure that they are running efficiently.</li> <li>Air filters should be changed regularly.</li> <li>Custodial staff should distribute wastebaskets, tissues, and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transit between sites.</li> <li>Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.</li> <li>Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.</li> </ul> <p><b><u>Richmond's Return to School Roadmap Plan:</u> The Director of Athletics, Facilities and School Safety will ensure ABM, contractor for custodial services, and Metro Controls, contractor for heating and cooling, maintain and disinfect the facilities for in-person instruction.</b></p>
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	<p><b>The walkthrough shall be documented in written form and available for review.</b></p> <p>Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low- income students, and students with special needs.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities and School Safety, in partnership with the Superintendent, shall be responsible for procuring appropriate facial coverings for staff and students.</p> <p>Procure level-1 surgical masks for cleaning and janitorial staff.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities and School Safety, shall ensure ABM has provided the appropriate facial coverings for custodial staff.</p> <p>Activate school cleaning and disinfection protocols according to the CDC School Decision Tree.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities and School Safety, shall ensure ABM has activated appropriate cleaning and disinfecting protocols according to the CDC.</p> <p>Custodial staff should wear surgical masks when performing cleaning duties.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities, and School Safety, will ensure ABM custodial staff are wearing facial coverings when performing cleaning duties.</p>	<p>School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and exterior are ready for staff and students.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities and School Safety, in partnership with the building principals and ABM Custodial Supervisor, will conduct a walkthrough to ensure facilities are ready for staff and students. The walkthrough shall be documented in written form and available for review.</p> <p>Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low- income students, and students with special needs.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities and School Safety, in partnership with the Superintendent, shall be responsible for procuring appropriate facial coverings for staff and students.</p> <p>Procure level-1 surgical masks for cleaning and janitorial staff.</p> <p><b><u>Richmond's Return to School Roadmap Plan:</u></b> The Director of Athletics, Facilities and School Safety, shall ensure ABM has provided the appropriate facial coverings for custodial staff.</p>
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	<p>Maintain facilities for resumption of school operations.</p> <p><u><i>Richmond's Return to School Roadmap Plan:</i></u> The Director of Athletics, Facilities, and School Safety, will ensure ABM, contractor for custodial services, are maintaining facilities to resume school operations.</p>	
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## OPERATIONS: TECHNOLOGY – STRONGLY RECOMMENDED

Phase 1 – 3	Phase 4	Phase 5
<b>WHILE SCHOOLS ARE CLOSED FOR IN-PERSON INSTRUCTION</b>	<b>BEFORE SCHOOLS RE-OPEN FOR IN-PERSON INSTRUCTION</b>	<b>BEFORE SCHOOLS RE-OPEN FOR IN-PERSON INSTRUCTION</b>
<p>Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.</p> <p><i>Richmond's Return to School Roadmap Plan: The District conducted a survey, which included technology availability and internet connectivity for remote learning. In most cases, students will be using district provided technology.</i></p> <p>Designate a single point of contact in each school to plan and communicate with district technology teams.</p> <p><i>Richmond's Return to School Roadmap Plan: Each building has a designated contact person for technology support and troubleshooting: K. Christmas at the Elementary School, H. Swanger at the Middle School, and E. Lamont at the High School.</i></p> <p>Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom.</p> <p><i>Richmond's Return to School Roadmap Plan: The district developed a training plan for educators for the purpose of remote learning.</i></p>	<p>Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.</p> <p><i>Richmond's Return to School Roadmap Plan: The District conducted a survey, which included technology availability and internet connectivity for remote learning. In most cases students will be using district provided technology.</i></p> <p>Designate a single point of contact in each school to plan and communicate with district technology teams.</p> <p><i>Richmond's Return to School Roadmap Plan: Each building has a designated contact person for technology support and troubleshooting: K. Christmas at the Elementary School, H. Swanger at the Middle School, and E. Lamont at the High School</i></p> <p>Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom.</p> <p><i>Richmond's Return to School Roadmap Plan: The district developed a training plan for educators for the purpose of remote learning.</i></p>	<p>Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning.</p> <p><i>Richmond's Return to School Roadmap Plan: The District conducted a survey, which included technology availability and internet connectivity for remote learning. In most cases students will be using district provided technology.</i></p> <p>Designate a single point of contact in each school to plan and communicate with district technology teams.</p> <p><i>Richmond's Return to School Roadmap Plan: Each building has a designated contact person for technology support and troubleshooting: K. Christmas at the Elementary School, H. Swanger at the Middle School, and E. Lamont at the High School</i></p> <p>Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom.</p> <p><i>Richmond's Return to School Roadmap Plan: The district developed a training plan for educators for the purpose of remote learning.</i></p>

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<p>Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers.</p> <p><i>Richmond's Return to School Roadmap Plan: The district will establish three people per building to be the point person for technology support in Microsoft TEAMS, Schoology, and Performance Matters. Additional technology support will be provided by each building's IT personnel.</i></p> <p>Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet</p> <p><i>Richmond's Return to School Roadmap Plan: The district has established a point-person in each building to assist families with technology support, and their contact information is published on the district website.</i></p> <p>Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology and serve as a "help desk."</p> <p><i>Richmond's Return to School Roadmap Plan: The district has established a point-person in each building to assist families with technology support.</i></p> <p>Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures should include:</p> <ul style="list-style-type: none"> <li>• Safely bagging devices collected at school;</li> <li>• Sanitizing the devices prior to a repair or replacement evaluation;</li> </ul>	<p>Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers.</p> <p><i>Richmond's Return to School Roadmap Plan: The district will establish three people per building to be the point person for technology support in Microsoft TEAMS, Schoology, and Performance Matters. Additional technology support will be provided by each building's IT personnel.</i></p> <p>Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet</p> <p><i>Richmond's Return to School Roadmap Plan: The district has established a point-person in each building to assist families with technology support, and their contact information is published on the district website.</i></p> <p>Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology and serve as a "help desk."</p> <p><i>Richmond's Return to School Roadmap Plan: The district has established a point-person in each building to assist families with technology support.</i></p> <p>Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures should include:</p> <ul style="list-style-type: none"> <li>• Safely bagging devices collected at school;</li> <li>• Sanitizing the devices prior to a repair or replacement evaluation;</li> </ul>	<p>Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers.</p> <p><i>Richmond's Return to School Roadmap Plan: The district will establish three people per building to be the point person for technology support in Microsoft TEAMS, Schoology, and Performance Matters. Additional technology support will be provided by each building's IT personnel.</i></p> <p>Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet</p> <p><i>Richmond's Return to School Roadmap Plan: The district has established a point-person in each building to assist families with technology support, and their contact information is published on the district website.</i></p> <p>Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology and serve as a "help desk."</p> <p><i>Richmond's Return to School Roadmap Plan: The district has established a point-person in each building to assist families with technology support.</i></p> <p>Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures should include:</p> <ul style="list-style-type: none"> <li>• Safely bagging devices collected at school;</li> <li>• Sanitizing the devices prior to a repair or replacement evaluation;</li> </ul>	

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<ul style="list-style-type: none"> <li>Ordering accessories that may be needed over the summer; and</li> <li>Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.</li> </ul> <p><i>Richmond's Return to School Roadmap Plan: In coordination with ABM and the technology department, the District has protocols for collecting and sanitizing technology devices prior to repairs.</i></p> <p>Identify an asset tracking tool.</p> <p><i>Richmond's Return to School Roadmap Plan: The district uses Destiny and Absolute tracking software to manage inventory.</i></p> <p>Identify a vendor to assist with processing, returning, and maintaining devices, if needed.</p> <p><i>Richmond's Return to School Roadmap Plan: The district utilizes internal IT personnel and SEHI for processing, returning, and maintaining devices.</i></p> <p>Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.</p> <p><i>Richmond's Return to School Roadmap Plan: The district provides devices to students and staff while their assigned device is being serviced to ensure no student or staff is without a device.</i></p> <p>Develop a technology support plan for families.</p> <p><i>Richmond's Return to School Roadmap Plan: The district has established a telephone hotline (i.e. 586-727-3565, ext. 6012) as</i></p>	<ul style="list-style-type: none"> <li>Ordering accessories that may be needed over the summer; and</li> <li>Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.</li> </ul> <p><i>Richmond's Return to School Roadmap Plan: In coordination with ABM and the technology department, the District has protocols for collecting and sanitizing technology devices prior to repairs.</i></p> <p>Identify an asset tracking tool.</p> <p><i>Richmond's Return to School Roadmap Plan: The district uses Destiny and Absolute tracking software to manage inventory.</i></p> <p>Identify a vendor to assist with processing, returning, and maintaining devices, if needed.</p> <p><i>Richmond's Return to School Roadmap Plan: The district utilizes internal IT personnel and SEHI for processing, returning, and maintaining devices.</i></p> <p>Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.</p> <p><i>Richmond's Return to School Roadmap Plan: The district provides devices to students and staff while their assigned device is being serviced to ensure no student or staff is without a device.</i></p> <p>Prepare the Infrastructure Evaluation process. Every Wi-Fi access point and wired network device should be tested.</p>	<ul style="list-style-type: none"> <li>Ordering accessories that may be needed over the summer; and</li> <li>Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.</li> </ul> <p><i>Richmond's Return to School Roadmap Plan: In coordination with ABM and the technology department, the District has protocols for collecting and sanitizing technology devices prior to repairs.</i></p> <p>Identify an asset tracking tool.</p> <p><i>Richmond's Return to School Roadmap Plan: The district uses Destiny and Absolute tracking software to manage inventory.</i></p> <p>Identify a vendor to assist with processing, returning, and maintaining devices, if needed.</p> <p><i>Richmond's Return to School Roadmap Plan: The district utilizes internal IT personnel and SEHI for processing, returning, and maintaining devices.</i></p> <p>Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.</p> <p><i>Richmond's Return to School Roadmap Plan: The district provides devices to students and staff while their assigned device is being serviced to ensure no student or staff is without a device.</i></p> <p>Prepare the Infrastructure Evaluation process. Every Wi-Fi access point and wired network device should be tested.</p>	



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<p>well as the ability to remote access technology devices (i.e. Quick Assist) for repairs.</p> <p>Continue to monitor device usage and compliance with online learning programs.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> All technology devices utilize the district filtering systems, both on and off-campus. In addition, <i>Safeware</i> Human Monitoring Service is installed on all devices.</p> <p>Provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> The district has established a telephone hotline (i.e. 586-727-3565, ext. 6012) as well as the ability to remote access technology devices (i.e. Quick Assist) for repairs.</p> <p>Ensure that students can submit assignments and be evaluated accordingly.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> Students will submit assignments and have them evaluated by the classroom teacher and return via Schoology, Performance Matters, and Microsoft TEAMS.</p> <p>Schedule ongoing staff training on platforms and tools.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> The district has established a training plan, as well as building point-personnel to provide support and continuous training throughout the school year.</p>	<p><i>Richmond's Return to School Roadmap Plan:</i> The district's IT personnel has the ability to monitor the system, as well as Wi-Fi connectivity and all access points.</p> <p>Develop a technology support plan for families.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> The district has established a telephone hotline (i.e. 586-727-3565, ext. 6012) as well as the ability to remote access technology devices (i.e. Quick Assist) for repairs.</p> <p style="text-align: center;"><b>IF SCHOOLS ARE INSTRUCTED TO CLOSE FOR IN-PERSON INSTRUCTION</b></p> <p>Deploy digital learning devices and move to virtual learning</p> <p><i>Richmond's Return to School Roadmap Plan:</i> All students can be issued a laptop as well as, on a needs basis, hot-spots for Wi-Fi connectivity.</p> <p>Communicate consistent procedures for return and inventory of school owned devices as part of a return to school technology plan. The procedures should include:</p> <ul style="list-style-type: none"> <li>• Safely bagging devices collected at schools;</li> <li>• Transporting them to a central location</li> <li>• Sanitizing the devices prior to repair or replacement evaluation; and</li> <li>• Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.</li> </ul>	<p><i>Richmond's Return to School Roadmap Plan:</i> The district's IT personnel has the ability to monitor the system, as well as Wi-Fi connectivity and all access points.</p> <p>Develop a technology support plan for families.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> The district has established a telephone hotline (i.e. 586-727-3565, ext. 6012) as well as the ability to remote access technology devices (i.e. Quick Assist) for repairs.</p> <p>Where possible, consider implementing live streaming of classrooms for students who are medically vulnerable.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> The district will install, prior to the 2020-21 school year, 350 degree camera to provide live streaming to students who choose virtual learning or who are medically vulnerable.</p>	

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<p>Review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology.</p> <p><i>Richmond's Return to School Roadmap Plan: The district annually reviews its technology policies located in the Student Code of Conduct.</i></p> <p>Ensure every student has access to the appropriate technology and connectivity needed to continue learning.</p> <p><i>Richmond's Return to School Roadmap Plan: All students can be issued a laptop as well as, on a needs basis, hot-spots for Wi-Fi connectivity.</i></p>	<p><i>Richmond's Return to School Roadmap Plan: In coordination with ABM and the technology department, the District has protocols for collecting and sanitizing technology devices prior to repairs.</i></p> <p>Ensure that school and community access points and wired network devices are functional.</p> <p><i>Richmond's Return to School Roadmap Plan: All students can be issued a laptop as well as, on a needs basis, hot-spots for Wi-Fi connectivity.</i></p> <p style="text-align: center;"><b>WHEN SCHOOLS REOPEN FOR IN-PERSON INSTRUCTION</b></p> <p>Organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period.</p> <p><i>Richmond's Return to School Roadmap Plan: The district utilizes Schoology to house all online resources utilized by teachers and staff.</i></p> <p>Compile technology-facing lessons learned for inclusion in the district's updated remote learning plan.</p> <p><i>Richmond's Return to School Roadmap Plan: The district utilized in-class camera system, Schoology, and Microsoft TEAMS.</i></p> <p>Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in your district.</p>	
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	<p><i>Richmond's Return to School Roadmap Plan: The district's IT personnel, in partnership with administrators and teachers, continually evaluate technology needs and where funds allow, upgrade technology to meet the needs of students and staff.</i></p> <p>Continue infrastructure evaluations until all issues are resolved.</p> <p><i>Richmond's Return to School Roadmap Plan: The district's IT personnel, in partnership with administrators and teachers, continually evaluate technology needs and where funds allow, upgrade technology to meet the needs of students and staff.</i></p> <p>Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.</p> <p><i>Richmond's Return to School Roadmap Plan: The district's IT personnel, in partnership with administrators and teachers, reflected on the school closure that occurred last school year and developed a plan to improve instructional delivery during potential future shutdowns.</i></p>	
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# Richmond Community Schools' 2020-21 Preparedness Plan

<b>PHASE 1 – 3</b> <b>NO IN-PERSON INSTRUCTION, REMOTE ONLY.</b>	<b>PHASE 4</b> <b>IN-PERSON INSTRUCTION IS PERMITTED WITH REQUIRED SAFETY PROTOCOLS.</b>	<b>PHASE 5</b> <b>SCHOOLS OPEN FOR IN-PERSON INSTRUCTION WITH MINIMAL REQUIRED SAFETY PROTOCOLS.</b>	<b>PHASE 6</b> <b>OPEN FOR IN-PERSON INSTRUCTION</b>
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## OPERATIONS: BUDGET, FOOD SERVICE, ENROLLMENT, AND STAFFING – **STRONGLY RECOMMENDED**

Phase 1 – 3	Phase 4	Phase 5
<b>WHILE SCHOOLS ARE CLOSED FOR IN-PERSON INSTRUCTION</b>	<b>BEFORE SCHOOLS REOPEN FOR IN-PERSON INSTRUCTION</b>	
<p>Based on instructional programming, provide instructional resources and materials to staff and students as feasible.</p> <p><i>Richmond's Return to School Roadmap Plan: Technology resources and appropriate personal protective equipment has been purchased to improve instructional programming.</i></p> <p>Work with MDE to understand flexibility with hiring and develop a plan to govern hiring in a remote environment.</p> <p><i>Richmond's Return to School Roadmap Plan: The district reviewed all MDE guidance in writing the 2020-21 Return to Learning plan.</i></p> <p>Ensure a plan for nutrition services and student meals is in place, and provide a list of alternative meal options to families.</p> <p><i>Richmond's Return to School Roadmap Plan: The district food service department continually reviews student meals offered to meet the needs of the community.</i></p> <p>Solidify food service processes, device distribution, delivery sites, and communication plans as necessary.</p> <p><i>Richmond's Return to School Roadmap Plan: The district will prepare packaged breakfast and lunches to deliver within the community to identified locations and pick up site. Enough meals will be served for seven days, per MDE guidance.</i></p>	<p>Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).</p> <p><i>Richmond's Return to School Roadmap Plan: The arrival procedures have been discussed and developed by the district's core Return to Learning team, which includes building administrators, Director of Technology, and the Superintendent.</i></p> <p>Support schools in conducting staff and student outreach to understand who is coming back.</p> <ul style="list-style-type: none"> <li>For staff, this should include a breakdown of the staff – administrators, educators, support staff, full-time nurses, part-time nurses, school counselors, etc.</li> <li>Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).</li> <li>For students, this should include those with preexisting conditions who may need a remote learning environment.</li> </ul> <p><i>Richmond's Return to School Roadmap Plan: The district has surveyed to the community and instituted a Virtual Learning option form on the website to determine which students will be returning. The district is also working closely with the teacher union leadership team to monitor staff needs.</i></p> <p>Assess need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.</p> <p><i>Richmond's Return to School Roadmap Plan: The district is adding technology Schedule B positions at each building to provide support for teaching staff in the areas of Microsoft TEAMS, Schoology, and</i></p>	

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<p>Define logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.</p> <p><b><i>Richmond's Return to School Roadmap Plan: The District expectation for attendance and time on schooling for virtual school in Phase 3-6 is the same as in-person instruction. While attendance and participation remains the same as in Phase 3-6, in Phase 1 and Phase 2, the amount of "time-on school" would be reduced based on COVID-19 impact on the community.</i></b></p>	<p><b>Performance Matters. In addition, the district will extend the hours of the lunch and Title I aide positions to assist with disinfecting. At the middle school, with the absence of a secure vestibule, one staff member will be assigned to monitor and screen visitors entering the building.</b></p> <p>Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.</p> <p><b><i>Richmond's Return to School Roadmap Plan: The district continuously works with bargaining units to assess and reassign jobs responsibilities to meet the needs of the district.</i></b></p> <p>Recruit, interview and hire new staff.</p> <p><b><i>Richmond's Return to School Roadmap Plan: The district will continue to follow existing protocols to recruit, interview and hire new staff, as applicable.</i></b></p> <p>Consider redeploying underutilized staff to serve core needs.</p> <p><b><i>Richmond's Return to School Roadmap Plan: The district is constantly re-evaluating positions and adjusting as needed to meet the instructional needs of the district.</i></b></p> <p>Where possible, and in partnership with local bargaining units, identify and modify staff positions, that would enable high-risk staff to provide remote services.</p> <p><b><i>Richmond's Return to School Roadmap Plan: The district continues to have open conversation to identify potential high-risk staff and the ability to provide remote services.</i></b></p> <p>Communicate any student enrollment or attendance policy changes with school staff and families.</p> <p><b><i>Richmond's Return to School Roadmap Plan: The district annually reviews the Student Code of Conduct to make adjustments based on the needs of the organization. Changes are provided to families at the beginning of each school year.</i></b></p>
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# Richmond Community Schools' 2020-21 Preparedness Plan

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	<p>Provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely.</p> <p><i>Richmond's Return to School Roadmap Plan: The district utilized ZOOM and Microsoft TEAMS to remotely recruit and interview staff for open positions.</i></p> <p>Seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).</p> <p><i>Richmond's Return to School Roadmap Plan: The district reviews all guidance provided by MDE and the Michigan School Business Officials (MSBO) regarding the allowable use of CARES Act funding.</i></p> <p>Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.</p> <p><i>Richmond's Return to School Roadmap Plan: The district offers new families tours of the district to identify expectations and needs. Building administrators, in partnership with classroom teachers, utilize building resources to meet the needs of new students. Building principals, in partnership with the Superintendent's Office, provide mentors to new staff and, if applicable, appropriate and required training.</i></p> <p>Inventory how many substitute teachers are available.</p> <p><i>Richmond's Return to School Roadmap Plan: The Superintendent's Office works with the 3<sup>rd</sup> party contractor, i.e. EduSTAFF, to assess the substitutes available for the needs of the District as well as recruitment efforts.</i></p> <p>Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.</p> <p><i>Richmond's Return to School Roadmap Plan: The district sends Welcome Back packets to all families with appropriate and relevant information about the school year.</i></p>
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	<p>Verify that student and staff handbooks and planners are printed and ready for distribution and/or available digitally. Create a master list of any changes to distribute at the first staff meeting.</p> <p><b><i>Richmond's Return to School Roadmap Plan: Student and staff handbooks are available in printed form as well as posted on the website.</i></b></p> <p>Consult legal counsel to preemptively address liability questions, related to concerns, or vendor issues relative to COVID-19 and share with school leaders.</p> <p><b><i>Richmond's Return to School Roadmap Plan: The district regularly communicates with legal counsel about liability concerns related to COVID-19 and shares with school leaders.</i></b></p> <p>Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.</p> <p><b><i>Richmond's Return to School Roadmap Plan: The district engages the administrative team and appropriate stakeholders in the budget process which depends on enrollment patterns, new staffing needs, and resource constraints.</i></b></p> <p>Work with school leaders to orient new school staff to any operational changes.</p> <p><b><i>Richmond's Return to School Roadmap Plan: Operational changes are communicated to new and existing staff through emails, staff handbook, and building administrators.</i></b></p> <p>Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.</p> <p><b><i>Richmond's Return to School Roadmap Plan: The building administrators, in partnership with counselors, are responsible for developing and creating the master schedule. Working with the district pupil account personnel and Superintendent's Office, student and faculty arrival and dismissal schedules are developed. Bus schedules are developed by the Director of Transportation. All schedules are based on ensuring student and staff safety.</i></b></p>
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# Richmond Community Schools' 2020-21 Preparedness Plan

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	<p>Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.</p> <p><i><b>Richmond's Return to School Roadmap Plan:</b> The food service department follows all regulations and guidance of the Macomb County Health Department regarding food handling.</i></p>
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# Richmond Community Schools' 2020-21 Preparedness Plan

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## OPERATIONS: TRANSPORTATION – STRONGLY RECOMMENDED

Phase 4	Phase 5
<b>BEFORE SCHOOLS REOPEN FOR IN-PERSON INSTRUCTION</b>	<b>BEFORE SCHOOLS REOPEN FOR IN-PERSON INSTRUCTION</b>
<p>Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:</p> <ul style="list-style-type: none"> <li>How many buses are or could be made available in the district?</li> <li>How much variation is there in the size and maximum capacity of buses in the district?</li> <li>How have the buses been currently or historically used (i.e. transportation to/from school, transportation for multiple schools, athletic events, food service delivery)?</li> <li>How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?</li> </ul> <p><i>Richmond's Return to School Roadmap Plan: The Director of Transportation will complete a thorough inventory of buses, their use, size, and how many drivers will be returning. In addition, the Director of Transportation is responsible for training and developing a plan for driver shortage.</i></p> <p>Assess whether any bus contractors have been impacted by COVID-19 (i.e. closed or opt-out from current routes).</p> <p><i>Richmond's Return to School Roadmap Plan: The Director of Transportation, in partnership with the Director of Business and Management Services, to determine if any bus drivers have been impacted by COVID-19.</i></p> <p>Inventory bus drivers to understand the extent of high-risk populations.</p>	<p>Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:</p> <ul style="list-style-type: none"> <li>How many buses are or could be made available in the district?</li> <li>How much variation is there in the size and maximum capacity of buses in the district?</li> <li>How have the buses been currently or historically used (i.e. transportation to/from school, transportation for multiple schools, athletic events, food service delivery)?</li> <li>How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?</li> </ul> <p><i>Richmond's Return to School Roadmap Plan: The Director of Transportation will complete a thorough inventory of buses, their use, size, and how many drivers will be returning. In addition, the Director of Transportation is responsible for training and developing a plan for driver shortage.</i></p> <p>Assess whether any bus contractors have been impacted by COVID-19 (i.e. closed or opt-out from current routes).</p> <p><i>Richmond's Return to School Roadmap Plan: The Director of Transportation, in partnership with the Director of Business and Management Services, to determine if any bus drivers have been impacted by COVID-19.</i></p> <p>Inventory bus drivers to understand the extent of high-risk populations.</p>

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	<p><i>Richmond's Return to School Roadmap Plan:</i> The Director of Transportation, in partnership with the Director of Business and Management Services, will assess the potential of high-risk population of bus drivers.</p> <p>Finalize bus procedures for bus drivers and students that are informed by public health protocols.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> The Director of Transportation, in partnership with the Director of Athletics, Facilities and School Safety and Director of Business and Management Services, will finalize bus procedures as outline by this document.</p> <p>Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEP and implement accordingly.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> The Director of Transportation, in partnership with the Director of Student Support Services, will collaborate transportation needs as determined by the IEP team.</p> <p style="text-align: center; color: red;"><b>IF SCHOOLS ARE INSTRUCTED TO CLOSE FOR IN-PERSON INSTRUCTION</b></p> <p>Utilize buses to provide food service and delivery of instructional materials where possible.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> If schools are closed, bus drivers will be redeployed to distribute and/or deliver food and instructional materials.</p>	<p><i>Richmond's Return to School Roadmap Plan:</i> The Director of Transportation, in partnership with the Director of Business and Management Services, will assess the potential of high-risk population of bus drivers.</p> <p>Finalize bus procedures for bus drivers and students that are informed by public health protocols.</p> <p><i>Richmond's Return to School Roadmap Plan:</i> The Director of Transportation, in partnership with the Director of Athletics, Facilities and School Safety and Director of Business and Management Services, will finalize bus procedures as outline by this document.</p> <p>Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEP and implement accordingly.</p> <p>The Director of Transportation, in partnership with the Director of Student Support Services, will collaborate transportation needs as determined by the IEP team.</p>	

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## Executive Order 2020-142

## Section 2 Preparedness Plan

Preparedness Plan: Every school district and nonpublic school must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by the Michigan Return to School Roadmap from the COVID-19 Task Force on Education and Return to School Advisory Council (“Return to School Roadmap”). The plan must, at a minimum:

(a) Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 1, 2, or 3 of the Michigan Safe Start Plan. Those policies and procedures must at a minimum:

(1) Require the closure of school buildings to anyone except:

(A) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employees or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment, or performing other necessary in-person functions.

***Richmond’s Return to School Roadmap Plan:* Local districts will determine essential workers based on need. For further reference, see the initial Continuity of Learning Plan.**

(B) Food-service workers preparing food for distribution to students or their families.

***Richmond’s Return to School Roadmap Plan:* Local districts will continue food distribution during school closure.**

(C) Licensed child-care providers and the families that they serve.

***Richmond’s Return to School Roadmap Plan:* Essential child care sites have been mobilized (as of the first mandated school closure), and will continue to be supported by local districts.**

(2) Suspend athletics, after-school activities, inter-school activities (e.g., debate competitions), and busing.

***Richmond’s Return to School Roadmap Plan:* All school-related activities will be cancelled while school is closed.**

(3) 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.

***Richmond’s Return to School Roadmap Plan:* Students and families will be provided with materials to support their necessary mode of instruction, including hard copy media, digital media, and mixed media.**

(4) Provide for the continuation of food distribution to eligible students.

***Richmond’s Return to School Roadmap Plan:* Food distribution will continue throughout school closures.**

(5) 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.

***Richmond’s Return to School Roadmap Plan:* Staff will be redeployed to provide child care and/or latch key services in our school buildings. Redeployment may also include other areas as necessary for district operations.**

(b) Describe 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:

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(1) Require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:

(A) All staff and all students in grades pre-kindergarten and up when on a school bus.

***Richmond's Return to School Roadmap Plan: Each district will follow the MI Safe Start Plan, where applicable and appropriate, along with district policies to ensure staff, student, and visitor safety.***

(B) All staff and all students in grades pre-kindergarten and up when in indoor hallways and common areas.

***Richmond's Return to School Roadmap Plan: Each district will follow the MI Safe Start Plan, where applicable and appropriate, along with district policies to ensure staff, student, and visitor safety, as referenced above.***

(C) All staff when in classrooms.

***Richmond's Return to School Roadmap Plan: Each district will follow the MI Safe Start Plan, where applicable and appropriate, along with district policies to ensure staff, student, and visitor safety, as referenced above.***

(D) All students in grades 6 and up when in classrooms.

***Richmond's Return to School Roadmap Plan: Each district will follow the MI Safe Start Plan, where applicable and appropriate, along with district policies to ensure staff, student, and visitor safety, as referenced above.***

(E) All students in grades kindergarten through 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

***Richmond's Return to School Roadmap Plan: Each district will follow the MI Safe Start Plan, where applicable and appropriate, along with district policies to ensure staff, student, and visitor safety, as referenced above.***

(2) Prohibit indoor assemblies that bring together students from more than one classroom.

***Richmond's Return to School Roadmap Plan: Schoolwide assemblies will be prohibited during Phase 4.***

(3) Incorporate the Return to School Roadmap's required protocols governing hygiene, cleaning, athletics, screening, testing protocols, and busing and student transportation.

***Richmond's Return to School Roadmap Plan: Each district will follow the MI Safe Start Plan, where applicable and appropriate, along with district policies to ensure staff, student, and visitor safety, as referenced above.***

(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.

***Richmond's Return to School Roadmap Plan: Each district will follow the MI Safe Start Plan, where applicable and appropriate, along with district policies to ensure staff, student, and visitor safety, as referenced above.***

(d) Address each subpart of the Return to School Roadmap and indicate if a school plans to exclude any protocol that is highly (strongly) recommended.

***Richmond's Return to School Roadmap Plan: Indicate any exclusions in the response template.***

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## Executive Order 2020-142

### Section 3 Preparation and Approval

District Name:

**Richmond Community Schools**

District Superintendent:

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**Brian J. Walmsley, Ed.S.**  
**Richmond Community Schools**  
**Superintendent of Schools**

**[EO 2020-142 Section 3(b)(1)]** By August 15, 2020 or seven (7) days before the start of year for students, whichever comes first, the local school district board (or, for public school academies, the public school academy board of directors) must approve a district's Preparedness Plan.

**The undersigned duly qualified and acting Secretary of the Board of Education of Richmond Community Schools, Macomb and St. Clair Counties, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of the 2020-21 Preparedness Plan adopted by the Board at a regular meeting held on August 10, 2020, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).**

\_\_\_\_\_  
**Kristine Furtaw**  
**Richmond Community Schools**  
**Board of Education Secretary**

**[EO 2020-142 Section 3(c) (1)]** By August 17, 2020, intermediate school districts must collect Preparedness Plans from all of the school boards of their constituent districts and transmit such plans, at the same time to the extent possible, to the Superintendent of Public Instruction and to the State Treasurer.

\_\_\_\_\_  
**Michael DeVault**  
**Macomb Intermediate School District**  
**Superintendent of Schools**

**[EO 2020-142 Section 3(d)]** By August 17, 2020, districts and nonpublic schools must prominently post their approved Preparedness Plans on the home page of their public internet sites.

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## Executive Order 2020-142

### Section 4 Special Education

(a) When a district 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 plans.

(b) 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 includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.

(c) While any state of emergency or disaster related to the COVID-19 pandemic continues, districts 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.

(d) Districts shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students in light of the school closures during the 2019–2020 school year.

(e) The state will not penalize a district or a nonpublic school that has been allocated federal funds for the purpose of providing special education services due to a school's inability to provide those services on account of a school closure prompted by a COVID-19 state of emergency or disaster.

# Richmond Community Schools' 2020-21 Preparedness Plan

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## Executive Order 2020-142

### Section 6 Implementation

(a) All provisions of Executive Order 2020-65 suspending strict compliance with the School Aid Act or the Revised School Code for the 2019–2020 school year including all provisions in Part I(2) through Part I(13) and all provisions in Parts IV, VII, VIII, and IX—remain in effect through the fiscal year ending September 30, 2020.

(b) Except as provided for in subsection (a) of this section, Executive Order 2020-65 is rescinded.

(c) The limitation on the size of indoor social gatherings and events in section 5 of Executive Order 2020-110 or any executive order that may follow from it does not apply to students in a classroom setting.

(d) All schools, public and private, are subject to the rules governing workplace safeguards established in section 1 of Executive Order 2020-114.

(e) For purposes of this order, a district that straddles regions will be treated as if it were located solely in the region designated as higher risk.

(f) All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular must 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 at the school.

(g) A district or nonpublic school without an approved Preparedness Plan is not permitted to open or to continue in operation for in-person instruction for the 2020–2021 school year.

(h) To mitigate the impact of COVID-19 on educational outcomes, a district may adopt year-round school or a year-round program for the 2020–2021 school year or start the 2020–2021 school year before the first Monday in September.

(i) Any closure of schools relating to COVID-19 shall not affect an employer contribution, employee contribution, or the accrual of service credit under the Public School Employees Retirement Act of 1979, 1980 PA 300, as amended, MCL 38.1301 to 38.1467.

(j) For a district with a collective bargaining agreement, this order must be implemented by the district in a manner consistent with the collective bargaining agreement.

(k) When the Michigan Department of Education or the Superintendent issues a waiver or suspends an administrative rule pursuant to this order or Executive Order 2020-65, the Superintendent must provide the governor in writing with a copy of the waiver and information relating to the issuance or suspension. Any waiver issued by the Superintendent under Part VII of Executive Order 2020-65 continues in effect through the end of the fiscal year unless otherwise rescinded by the Superintendent.

# Richmond Community Schools' 2020-21 Preparedness Plan

<b>PHASE 1 – 3</b> <b>NO IN-PERSON INSTRUCTION,</b> <b>REMOTE ONLY.</b>	<b>PHASE 4</b> <b>IN-PERSON INSTRUCTION IS PERMITTED</b> <b>WITH REQUIRED SAFETY PROTOCOLS.</b>	<b>PHASE 5</b> <b>SCHOOLS OPEN FOR IN-PERSON INSTRUCTION</b> <b>WITH MINIMAL REQUIRED SAFETY PROTOCOLS.</b>	<b>PHASE 6</b> <b>OPEN FOR IN-PERSON INSTRUCTION</b>
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## Appendix: Possible COVID-19 Cases in Students

Source: Macomb County Health Department

Student First and Last Name: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Symptoms of possible COVID-19 in students include the following:

### Symptoms

*Note: Administrator highlights symptoms*

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting or abdominal pain
- New onset of severe headache, especially with fever

### Close Contact/Potential Exposure

*Note: Administrator highlights appropriate Close Contact/Potential Exposure factors*

In the past fourteen (14) days:

- Had close contact (within 6 feet for at least 15 minutes) with a person with confirmed COVID-19; OR
- Traveled to or lives in an area with a high level of community transmission of COVID-19.

These symptoms should be new or different/worse than baseline for any existing chronic illness. A student with any of these symptoms should also be questioned about a history of close contact/potential exposure to the COVID-19 virus.

Students who exhibit any of the above symptoms but who have no close contact/potential exposure history should not go to school or any school activity. If at school or any school facility, the student should be sent home. These students may return to school 24 hours after resolution of fever (if there was a fever) and improvement of symptoms.

Students who exhibit any of the above symptoms **AND** who have a close contact /potential exposure history should not go to school or any school activity. If at school or any school activity, they should be sent home. These students should be evaluated by a healthcare provider and tested for COVID-19 with a diagnostic test (nose/throat swab).

If at school or any school activity, the student should be required to wear a face covering and wait in an isolation area away from teachers, staff and other students until they can be transported home or to a healthcare facility.

School administration should notify the Macomb County Health Department when a probable case of COVID-19 in a student has been identified in the school. A probable case of COVID-19 in a student is defined as a student with any of the above symptoms **AND** a close contact/potential exposure history. The Macomb County Health Department will work with the school to determine if further action is necessary.

\_\_\_\_\_  
 Building Administrator

\_\_\_\_\_  
 Date

*Note: This form must be completed by the building administrator and a hard copy must be hand-delivered to the Superintendent's Office.*



# Richmond Community Schools' 2020-21 Preparedness Plan

PHASE 1 – 3 NO IN-PERSON INSTRUCTION, REMOTE ONLY.	PHASE 4 IN-PERSON INSTRUCTION IS PERMITTED WITH REQUIRED SAFETY PROTOCOLS.	PHASE 5 SCHOOLS OPEN FOR IN-PERSON INSTRUCTION WITH MINIMAL REQUIRED SAFETY PROTOCOLS.	PHASE 6 OPEN FOR IN-PERSON INSTRUCTION
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## Appendix: Possible COVID-19 Cases in Teachers or Staff Person

Source: Macomb County Health Department

Employee First and Last Name: \_\_\_\_\_

Date of incident: \_\_\_\_\_

Symptoms of possible COVID-19 in teachers and staff person include the following:

Any **ONE** of the following:

*Note: Administrator highlights symptoms*

- Fever
- Cough
- Shortness of breath or difficulty breathing

OR

**TWO** or more of the following:

*Note: Administrator highlights symptoms*

In the past fourteen (14) days:

- Muscle aches without another explanation
- Chills
- Sore throat
- Headache
- Vomiting or diarrhea
- New loss of taste or smell

Teacher or staff person who exhibits COVID-19 symptoms as defined above, **OR** has a measured temperature of 100.4 degrees Fahrenheit or higher should not go to school or any school activity. If at school or any school activity, they should be sent home. These individuals should be evaluated by a healthcare provider and tested for COVID-19 with a diagnostic test (nose/throat swab).

If at school or any school activity, the individual should be required to wear a face covering and wait in an isolation area away from other teachers, staff and other students until they leave the school building or are transported to a healthcare facility.

School administration should notify the Macomb County Health Department when a possible case of COVID-19 has been identified in a teacher or staff person. The Macomb County Health Department will work with the school to determine if further action is necessary.

\_\_\_\_\_  
Building/Department Administrator

\_\_\_\_\_  
Date

*Note: This form must be completed by the building administrator and a hard copy must be hand-delivered to the Superintendent's Office.*

# Richmond Community Schools' 2020-21 Preparedness Plan

PHASE 1 – 3 NO IN-PERSON INSTRUCTION, REMOTE ONLY.	PHASE 4 IN-PERSON INSTRUCTION IS PERMITTED WITH REQUIRED SAFETY PROTOCOLS.	PHASE 5 SCHOOLS OPEN FOR IN-PERSON INSTRUCTION WITH MINIMAL REQUIRED SAFETY PROTOCOLS.	PHASE 6 OPEN FOR IN-PERSON INSTRUCTION
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## Appendix: Confirmed COVID-19 Cases

Source: Macomb County Health Department

School administration should notify the Macomb County Health Department of any confirmed case of COVID-19 in a student, teacher, or staff person.

**School administration (e.g. Superintendent's Office) should notify all staff and student families of any confirmed case of COVID-19 in a school maintaining the confidentiality of the case as required by state and federal laws. The Macomb County Health Department will provide a letter that may be used for this notification.**

School administration should work with the Macomb County Health Department to identify close contacts of the confirmed case of COVID-19.

For elementary schools and other settings where a stable classroom cohort has been maintained, the close contacts may be all students and staff in the classroom.

For middle schools/high schools and any setting where a stable classroom cohort has not been maintained, a close contact is someone who has been within six (6) feet of the case for a prolonged period of time (15 minutes or longer) regardless of the use of a face covering.

Close contacts should be notified and instructed to get tested for COVID-19 and to remain quarantined at home for fourteen (14) days after the last contact with the

confirmed case. The Macomb County Health Department will provide a letter that may be used for this notification.

The need to close a school for a period of time because of COVID-19 illness will be determined by the district superintendent on a case-by-case basis in consultation with the Macomb County Health Department.

# Richmond Community Schools' 2020-21 Preparedness Plan

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## Appendix: Close Contact to a Confirmed COVID-19 Case

Source: Macomb County Health Department

Any student, teacher, or staff person who is a close contact to a confirmed COVID-19 case (household or non-household) should be immediately sent home from school, instructed to get tested for COVID-19, and remain quarantined at home for fourteen (14) days after the date of last exposure to the confirmed COVID-19 case (for non-household contact) or fourteen (14) days after the date the confirmed COVID-19 case completes their isolation period (for household contact).

No actions are necessary for students, teachers, or staff persons who do not have symptoms **and** who are contacts of a contact (person who have not had direct contact with a confirmed case of COVID-19 but instead have had close contact with someone who has had direct contact with a confirmed case of COVID-19).

Students, teachers, or staff persons must remain in quarantine for the full 14-day quarantine period even if they test negative for COVID-19.

Students teachers, or staff persons who test positive for COVID-19 should be reported to the Macomb County Health Department and managed as a confirmed case of COVID-19.

# Richmond Community Schools' 2020-21 Preparedness Plan

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## Appendix: Return to School/Work

Source: Macomb County Health Department

Students, teachers, and staff persons with symptoms who test positive for COVID-19 may return to school/work if:

- At least ten (10) days have passed since symptom onset; **AND**
- At least twenty-four (24) hours have passed since resolution of fever without the use of fever-reducing medications; **AND**
- Other symptoms have improved.

Students, teachers, and staff persons who never had symptoms but who test positive for COVID-19 may return to school/work if at least ten (10) days have passed since the date of their first positive COVID-19 test (provided no symptoms appeared during the 10-day period).

Students, teachers, and staff persons with symptoms (previously described) who test negative for COVID-19 may return to school/work twenty-four (24) hours after resolution of fever (if there was a fever) and improvement in symptoms. The student, teacher, or staff member should provide documentation of the negative COVID-19 test result.

Students, teachers, and staff persons with symptoms (previously described) who are not tested for COVID-19 may return to school/work twenty-four (24) hours after resolution of fever (if there was a fever) **AND** improvement of symptoms if they

present a note from a healthcare provider that provides an alternative explanation for the symptoms. If a healthcare provide note is not available, the student, teacher, or staff person may return to school/work if:

- At least ten (10) days have passed since symptom onset, **AND**
- At least twenty-four (24) hours have passed since resolution of fever without the use of fever-reducing medication; **AND**
- Other symptoms have improved.

Students and staff persons who are close contacts to a confirmed case of COVID-19 and who test positive may return to school/work as outlined above.

Students and staff persons who are close contacts to a confirmed case of COVID-19 and who test negative (or who are not tested) may return to school/work fourteen (14) days after the last exposure (for non-household contact) or fourteen (14) days after the confirmed case has completed their isolation period (for household contacts).

# Richmond Community Schools' 2020-21 Preparedness Plan

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## Appendix: Signage

Source: Director of Athletics, Facilities and School Safety and Print All

HELP RICHMOND COMMUNITY SCHOOLS  
**FIGHT THE SPREAD OF COVID-19!**

*If you have experienced any of these symptoms.*

- FEVER • FATIGUE • BODY ACHES
- NEW OR WORSENING COUGH
- SHORTNESS OF BREATH
- SORE THROAT
- NEW LOSS OF TASTE OR SMELL
- HEADACHE • CONGESTION
- NAUSEA • DIARRHEA



PLEASE **DO NOT ENTER** THE BUS!

HELP RICHMOND COMMUNITY SCHOOLS  
**FIGHT THE SPREAD OF COVID-19!**

*If you have experienced any of these symptoms.*

- FEVER • FATIGUE • BODY ACHES
- NEW OR WORSENING COUGH
- SHORTNESS OF BREATH
- SORE THROAT • HEADACHE • CONGESTION
- NEW LOSS OF TASTE OR SMELL
- NAUSEA • DIARRHEA



PLEASE **DO NOT ENTER** THE SCHOOL!

**HOW TO WASH YOUR HANDS**

PROTECT YOURSELF & OTHERS AGAINST INFECTIONS



1. WET HANDS AND APPLY SOAP
2. RUB PALM TO PALM
3. RUB PALMS WITH FINGERS INTERLACED
4. SCRUB THE BACK OF YOUR HANDS
5. CLEAN BASE OF THUMB
6. RUB FINGERTIPS AND THUMBROOTS
7. RINSE HANDS WITH WATER
8. DRY HANDS WITH TOWEL
9. YOUR HANDS ARE NOW CLEAN

RICHMOND COMMUNITY SCHOOLS

**PREVENT THE SPREAD OF GERMS**

HELP PREVENT THE SPREAD OF RESPIRATORY DISEASES LIKE COVID-19.



STAY AT LEAST 6 FEET (ABOUT 2 METERS) LENGTH FROM OTHER PEOPLE.



CATCH YOUR COUGH OR SNEEZE WITH A TISSUE, THEN THROW THE TISSUE IN THE TRASH AND WASH YOUR HANDS.



WHEN IN PUBLIC, WEAR A CLEAN FACE COVERING OVER YOUR NOSE AND MOUTH.



DO NOT TOUCH YOUR EYES, NOSE, AND MOUTH.



CLEAN AND DISINFECT FREQUENTLY TOUCHED OBJECTS AND SURFACES.



WASH YOUR HANDS OFTEN WITH SOAP AND WATER FOR AT LEAST 20 SECONDS.

RICHMOND COMMUNITY SCHOOLS

*do your part*



RICHMOND COMMUNITY SCHOOLS

**STAY 6ft APART**

*do not sit*



RICHMOND COMMUNITY SCHOOLS

**DO your PART**

*do your part*



RICHMOND COMMUNITY SCHOOLS

**DO not USE**