

# COVID-19 Preparedness and Response Plan

Name of District: **Concord Academy Petoskey**

Address of District: **2468 Atkins Road, Petoskey, MI 49770**

District Code Number: **24901**

Web Address of the District: **<https://www.concordpetoskey.com>**

Name of Intermediate School District: **Char-Em ISD**

Name of Authorizing Body (if applicable): **Lake Superior State University**

## Preparedness Plan Introduction

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

Each district (public, public school academy (PSA), nonpublic, and each intermediate school district (ISD) that educators PreK-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan. The Preparedness Plan will be collected by the ISD for transmission to the Superintendent of Public Instruction and State Treasurer. Additionally, this Preparedness Plan must be posted on the district’s public website home page no later than August 17. A single application should be filed by the district rather than multiple applications for individual schools within a district.

# Preparedness Plan Assurances

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

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education plans.
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** it will close its buildings to anyone except: (A) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (B) Food-service workers preparing food for distribution to students or their families. (C) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

# Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by the [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

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

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

Concord Academy Petoskey has updated its Continuity of Learning and COVID-19 Response Plan from April 16, 2020 to include a fully online component, which entails more rigorous assignments, assessments, and participation requirements. Concord Academy Petoskey has gathered feedback from its stakeholders about their experiences with remote learning through conversations, meetings, and surveys. In case Concord Academy Petoskey needs to revert to Phases 1-3 and there is no in-person instruction, the new remote plan will take effect, enabling a more seamless transition since we will utilize *Accelerate* Online Learning Platform as the primary mode of instruction this school year whether in person or remote. Our plan will be posted on our website and shared with all stakeholders through multiple means of communication before the start of the 2020-2021 school year.

- Concord Academy Petoskey will offer alternative modes of instruction other than in-person instruction by utilizing the *Accelerate* Online Learning Platform as the primary mode of instruction in Phase 1 - 5.
- Each student and the student’s parents or guardians will need access to reliable, high-speed internet and a device to meaningfully access the alternative modes of instruction.
- A survey revealed that approximately 95% of our student population has access to reliable, high-speed internet with which they can access the *Accelerate* learning platform.
- The District intends to provide a 1:1 device to each student that does not have access to one to access the *Accelerate* learning platform.
- Content will be delivered through the online curriculum, Accelerate. Teachers will be available for synchronous instruction (up to 4 hours per day) and asynchronous instruction through the use of lessons and materials provided in the online Accelerate curriculum multiple times per week.

- The Special Education Director/504 Coordinator will review all current IEPs and 504 plans and through conversations with parents/guardians/students will be updated to address any additional supports that students may need to have access to a FAPE.
- Services provided through these plans will be individualized and may include (but not be limited to) the following: one-on-one skill instruction, accommodations, small groups, co-teaching models. These services will be provided in the mode in which students can access them.
- Interventions will be provided using differentiation in Accelerate and supplemental curriculum and assessment resources in alignment with the Canvas platform.
- Teachers will regularly track student progress related to participation, work completion, and quality, and will connect with students and/or their parents to promote active engagement and a high-quality learning experience.
- Teachers will monitor student access and assignment completion regularly within the instructional platform (i.e. Accelerate). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs.. These packets will be collected each week. These students will be supported in their learning by teachers utilizing phone contacts, virtual meetings, or emails regularly. Feedback will include differentiated work as needed, along with examples to support student learning.
- Expectations, training, and supports will be provided for parents and students to access Canvas.

Our commitment to ALL students remains clear. For the 2020-21 school year:

- Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.
- Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.
- Every students' academic and social-emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students.

Link to COL Plan: [Continuity of Learning and COVID-19 Response Plan](#)

**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.

1. Face coverings (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
  - i) All staff and all students in grades pre-kindergarten and up when on a school bus.
  - ii) All staff and all students in grades pre-kindergarten and up when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades 6 and up when in classrooms.

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

- Facial coverings will always be worn by staff and students while in the building except for mealtime, recess, and/or unless deemed medically unable. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
  - DK-5 and special education teachers should consider wearing clear masks.
  - Homemade facial coverings will be washed daily.
  - Disposable facial coverings will be disposed of at the end of each day.
- Staff or students that are unable to tolerate a mask must provide medical documentation by a licensed physician.
  - Individuals will need to meet with the administration to provide rationale and documentation.

- b. Which of the **strong recommendations** for face covering protocols within the *Return to School Roadmap* (p. 22) do you plan to implement and which do you plan to exclude? Please describe.

Per recent Executive Order 2020-147, requiring Michiganders to wear a face-covering whenever they are in an indoor public space Concord Academy Petoskey will require all staff and students while in the building to wear facial coverings/masks except for mealtime, recess, and/or unless deemed medically unable.

## 2. Hygiene

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

- Adequate supplies to support healthy hygiene behaviors will be provided (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).
- Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol will be taught and reinforced.

- b. Which of the **strong recommendations** for hygiene protocols within the *Return to School Roadmap* (p. 22-23) do you plan to implement and which do you plan to exclude? Please describe.

- Staff and students will be educated to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands will be washed immediately using proper hand hygiene techniques.
- Soap and hand sanitizers will be systematically and frequently checked and refilled.
- The sharing of personal items and supplies such as writing utensils will be limited.
- Students' personal items will be kept separate and in individually labeled cubbies or

containers.

- The use of classroom materials will be limited to small groups and disinfected between use, or adequate supplies to assign for individual student use will be provided.
- Hand sanitizing stations will be set up throughout the building.

### 3. Cleaning

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

- [Frequently touched surfaces](#) including light switches, doors, benches, student desks, bathrooms, will undergo cleaning regularly with either an [EPA-approved disinfectant](#).
- Computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an [EPA-approved disinfectant](#) or diluted bleach solution.
- Playground structures will continue to undergo normal routine cleaning.
- 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 will be ensured.
- Staff will wear a face mask with or without a face shield and should wear gloves when performing all cleaning activities.

### 4. Athletics

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

Concord Academy Petoskey cooperates with other area schools to provide athletic activities in which students may participate and will follow the protocols outlined in their COVID-19 Preparedness and Response Plan.

### 5. Screening

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

- Concord Academy Petoskey will fully cooperate with the Health Department of Northwest Michigan regarding the implementation of screening protocols for students and staff.

- b. Which of the **strong recommendations** for screening protocols within the *Return to School Roadmap* (p. 24) do you plan to implement and which do you plan to exclude? Please describe.

- Concord Academy Petoskey will identify and designate a quarantine area and a staff person will be identified and trained to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in the identified quarantine area and will wear a face mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required until they can be picked up. Identified school staff caring for students who become ill with symptoms of COVID-19 will be equipped with necessary PPE.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- The Health Department of Northwest Michigan will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines. Office staff will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- Staff will be required to conduct daily self-examinations, including a temperature check, before coming to work using [MI Symptoms](#). If they exhibit any respiratory or gastrointestinal symptoms or have a temperature of 100.4 or greater, they will stay home and follow CDC guidelines, Health Department of Northwest Michigan guidance, and/or primary care physician.
- Staff who are unable to work due to displaying COVID-19 symptoms will be reported daily through the MI Symptoms Employer Report as well as through RedRover. Administration/office staff will monitor these platforms daily and follow up with any symptomatic person to direct them to where, when, and how to get tested and to report those results back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.
- Families will 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.
- Families will 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.

## 6. Testing

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

- Concord Academy Petoskey will cooperate with the Health Department of Northwest Michigan regarding implementing protocols for screening students and staff.

b. Which of the **strong recommendations** for testing protocols within the *Return to School Roadmap* (p. 25) do you plan to implement and which do you plan to exclude? Please describe.

- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have [tested negative](#) for COVID-19, or have been released from isolation according to [CDC guidelines](#).
- Families will 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.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will 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. Empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Families will 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.
- Families will 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.

## 7. Transportation

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

- Concord Academy Petoskey does not operate or use a public transportation service of any kind.
- Transportation to Concord Academy Petoskey is the responsibility of the parents or guardian of the student or the student him/herself if s/he is of driving age.

## 8. Medically Vulnerable

- a. Which of the **strong recommendations** for medically vulnerable students and staff within the *Return to School Roadmap* (p. 28) do you plan to implement and which do you plan to exclude? Please describe.

- The Special Education Director/504 Coordinator will 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 through conversations with parents/guardians/students will update their care plans as needed to decrease their risk for exposure to COVID-19.
- A method for parents/students will be provided to identify as high-risk for severe illness due to COVID-19. A fully online enrollment option is available to all students, including those who may wish to learn from home during the COVID-19 pandemic.
- The administration has engaged in conversations with each staff member regarding their health status and encouraged staff to self-identify as a high risk for severe illness due to COVID-19. Staff who are at high-risk for severe illness may be offered, whenever possible, the opportunity to teach on-line. For staff who are unable to be granted an online teaching assignment, the administration will work with them to adjust and modify their tasks and work environment to limit exposure risk.
- Staff caring for children and providing any medical care that includes aerosol-generating procedures (e.g., nebulizers) will have N95 masks.

- 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* that differ from those in Phase 4.

Concord Academy Petoskey's Phase 5 COVID-19 Preparedness and Response Plan does not vary from our Phase 4 COVID-19 Preparedness and Response Plan.

- D. Address each subpart of the [Return to School Roadmap](#) and indicate if a school plans to exclude any safety protocol that is **strongly recommended** in **Phase 5**.
1. Personal Protection Equipment (p. 38)

- Facial coverings will always be worn by staff and students while in the building except for mealtime, recess, and/or unless deemed medically unable. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
  - DK-5 and special education teachers should consider wearing clear masks.
  - Homemade facial coverings will be washed daily.
  - Disposable facial coverings will be disposed of at the end of each day.
- Staff or students that are unable to tolerate a mask must provide medical documentation by a licensed physician.

- Individuals will need to meet with the administration to provide rationale and documentation.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

## 2. Hygiene (p. 38)

- Adequate supplies to support healthy hygiene behaviors will be provided (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).
- Handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol will be taught and reinforced.
- Staff and students will be educated to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands will be washed immediately using proper hand hygiene techniques.
- Students will wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom will wash their hands or use sanitizer every time a new group of students enters their room.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

## 3. Screening Students and Staff (p. 40)

- Concord Academy Petoskey will identify and designate a quarantine area and a staff person will be identified and trained to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will be placed in the identified quarantine area and will wear a face mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required until they can be picked up. Identified school staff caring for students who become ill with symptoms of COVID-19 will be equipped with necessary PPE.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines. Office staff will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- Family members will not be allowed in the school except under extenuating circumstances and must receive prior approval of administration or office personnel.
- Any guests admitted to the school will be screened for symptoms, wear a

mask, and wash/sanitize hands prior to entry and will only be permitted at the front office.

- Office staff will keep detailed records of all visitors to the building including name, date, time, and results of screening.
- Other visitors will not be permitted to enter the school.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

4. Testing Protocols for Students and Staff and Responding to Positive Cases (p. 40-41)

- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be sent for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have [tested negative](#) for COVID-19, or have been released from isolation according to [CDC guidelines](#).
- In the event of a lab or clinically diagnosed case of COVID-19, the Health Department of Northwest Michigan will initiate contact tracing. Immediate efforts will 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. Empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

5. Responding to Positive Tests Among Staff and Students (p. 41)

- Local health officials, staff, and students will be notified 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.
- The Health Department of Northwest Michigan 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.

- The school will 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).
- Staff with a confirmed case of COVID-19 may only return to the workplace after they are no longer infectious. Local health officials will provide instruction about returning to work, using the most current guidelines from the CDC for this determination.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

#### 6. Food Service, Gathering, and Extracurricular Activities (p. 42)

- Students and staff will wash their hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- Field trips for the 2020-2021 school year have been postponed until further notice.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

#### 7. Athletics (p. 42)

Concord Academy Petoskey cooperates with other area schools to provide athletic activities in which students may participate and will follow the protocols outlined in their COVID-19 Preparedness and Response Plan.

#### 8. Cleaning (p. 43)

- [Frequently touched surfaces](#) including light switches, doors, benches, student desks, bathrooms, will undergo cleaning regularly with either an [EPA-approved disinfectant](#).
- Computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an [EPA-approved disinfectant](#) or diluted bleach solution.
- Playground structures will continue to undergo normal routine cleaning.
- 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 will be ensured.

- Staff will wear a face mask with or without a face shield and should wear gloves when performing all cleaning activities.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

9. Busing and Student Transportation (p. 43)

- Concord Academy Petoskey does not operate or use a public transportation service of any kind.
- Transportation to Concord Academy Petoskey is the responsibility of the parents or guardian of the student or the student him/herself if s/he is of driving age.

10. Medically Vulnerable (p. 44)

- The Special Education Director/504 Coordinator will 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 through conversations with parents/guardians/students will update their care plans as needed to decrease their risk for exposure to COVID-19.
- A method for parents/students will be provided to identify as high-risk for severe illness due to COVID-19. A fully online enrollment option is available to all students, including those who may wish to learn from home during the COVID-19 pandemic.
- The administration has engaged in conversations with each staff member regarding their health status and encouraged staff to self-identify as a high risk for severe illness due to COVID-19. Staff who are at high-risk for severe illness may be offered, whenever possible, the opportunity to teach on-line. For staff who are unable to be granted an online teaching assignment, the administration will work with them to adjust and modify their tasks and work environment to limit exposure risk.
- Concord Academy Petoskey does not plan to exclude any safety protocol that is strongly recommended in Phase 5.

## Final Steps for Submission

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

Date the District Board of Education Approved the Plan: **August 13, 2020**

Link to the Board Meeting Minutes or Signature of Board President:

- <https://www.concordpetoskey.com/school-board>

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

- <https://www.concordpetoskey.com/school-documents-and-reports>

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

Name of District/PSA/Nonpublic Leader Submitting Plan: **Kali McNamara**

Date Received by the ISD/Authorizing Body: **August 10, 2020**

Date Submitted to Superintendent and State Treasurer: **August 14, 2020**