

SMART Re-Start

Berrien RESA's Back to School Guide

Last Updated 10/15/2020



A Message from Superintendent Eric Hoppstock

Dear Berrien RESA Families and Staff Members:

There is nothing more important than the health and safety of our students and staff members. During the spring, our Berrien RESA education community faced unprecedented times with Coronavirus Disease 2019 (COVID-19) pandemic, having to close our buildings for in-person instruction. Emergency plans for remote learning were quickly developed. Staff members adapted teaching strategies and instructional methods to support learning, and our community came together to ensure that all students continued to receive support services that they rely on to be academically, physically and emotionally successful. I was humbled by the dedication of our team and was impressed by the outreach and concern you offered to our education partners. Thank you for supporting our district through this difficult time.

Berrien RESA SMART Re-Start Plan - Planning for In-person Learning on August 31 – half-days for the first two weeks of school (Updated 8-14-2020)

While the school year may have ended in June, our work relative to supporting the health and safety of our staff and students did not stop. Over the summer months, a group of approximately 25 educators, administrators and support staff members from across Berrien RESA has been meeting regularly to prepare for the education of our students in the fall. Together, with support from the Berrien County Health Department (BCHD), they created the Berrien RESA SMART Re-Start Plan. The plan outlines instruction and health expectations outlined the MI Safe Schools 2020-21 Return to School Roadmap. The plan is divided into phases based on the current status of the COVID-19 outbreak in our region. Phases 1 through 3 require school buildings to be closed and for schools to offer remote education. Phases 4 and 5 allow for in-person instruction while following specific health and safety guidelines. Phase 6 returns district operations to the pre-COVID-19 learning environment, without any restrictions. To ensure the wellbeing of all students and staff, the Berrien RESA SMART Re-Start Plan combines the requirements found in Phases 4 and 5. The plan also includes a number of assurances focusing on facilities, instruction, operations/transportation, wellness and technology.

To help the committee develop the plan, three surveys were issued this month: 1) to all staff about health, safety and technology concerns, 2) to instructional staff relative to learning needs, barriers and opportunities, and 3) to parents/guardians about their thoughts regarding the 2020-21 school year. This is what we learned:

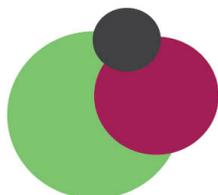
All Staff Survey (received 361 responses - some staff members took the time to answer questions on each reminder distribution of the survey.)

- 93.6% of staff have a device that they can utilize to work from home
- The top 3 major concerns staff have regarding returning to work in August are:
 - 27.1% - Interaction with students/staff
 - 15.6% - Cleanliness of the classroom/work areas
 - 14.2% - The availability of cleaning supplies/Personal Protection Equipment

Instructional Survey (36 responses)

- To help them feel safe, staff members would like to have Personal Protection Equipment available (42%), temperature checks (25%) and consistent/strict policies and procedures in place (25%)
- 42% of staff had concerns about students wearing masks and keeping them on followed by 22% being concerned about risk of exposure (and then exposing their own family at home)
- 56% indicated that it will not be possible to maintain social distancing when teaching
- 53% of instructional staff surveyed felt that their remote teaching experience in the spring was negative (difficult, challenging, unsuccessful, parents not involved, and students not engaged)

Survey for Parents/Guardians (received 157 responses)



- Determined that text (48.4%) and then email (35.7%) are the two best ways to communicate with families
- 82.2% of the families have a device at home that will work for remote learning (This data will allow the district to focus our distribution efforts on families that do not have access to devices or the internet.)
- Many practical suggestions regarding how Berrien RESA could best support our parents/guardians if we move back into a mandated remote learning environment including providing technology support for families, teaching staff and students how to use personal protection equipment and working to keep students in smaller groups.

All three surveys' suggestions were used in the creation of the SMART Re-Start plan. Thank you to everyone who participated in one or more surveys. Your input was very helpful to the entire committee.

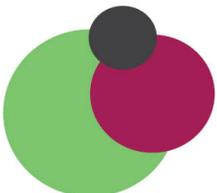
Flexibility is Necessary

As we prepare for in-person instruction in the fall, Berrien RESA staff members are also planning for remote learning. Remote learning will happen for all students in Phase 3 of the MI Safe Start plan. It is important that we all remain flexible and understanding as situations may change daily. Decisions relative to the closure of classrooms, school buildings or the district will be made in collaboration with the Berrien County Health Department.

As always, if you have questions about the Berrien RESA SMART Re-Start plan or have any concerns please feel free to contact your child's principal, your supervisor (if you are a Berrien RESA staff member) or me at eric.hoppstock@berrienresa.org. While not a traditional start to school, together we still can deliver exceptional educational opportunities for students and families, provide quality support services for constituents and develop prosperous educational partnerships with community members. I hope you have a safe and healthy school year!

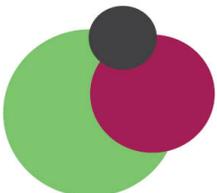
Sincerely,

Eric Hoppstock
Superintendent



Quick Overview for the 2020-21 School Year

- As of now, Berrien RESA programs will resume on August 31, 2020 starting with half-days for students the first two weeks of school. (Updated 8-14-2020) Students will participate in in-person learning while following all recommended health and safety guidelines outlined by [the MI Safe Schools 2020-21 Return to School Roadmap](#) and guidance provided by the Berrien County Health Department. Families are encouraged to screen students for COVID-19 symptoms prior to sending them to school. Thermometers have been purchased and will be provided to all families. **IF YOUR STUDENT IS SICK, DO NOT SEND THEM TO SCHOOL.** Report the absence by contacting the school office.
- Remote learning options will also be available. Please consult your student's principal for more information.
- Staff members will report to work on Monday, August 24, 2020. They will follow recommended health and safety guidelines outlined by the MI Safe Schools 2020-21 Return to School Roadmap and guidance provided by the Berrien County Health Department. Staff members will be required to participate in a confidential daily symptom check (using the [State of Michigan's MI Symptoms portal](#)) prior to entering their worksite. **IF YOU ARE SICK, DO NOT REPORT TO WORK.** Contact the Human Resource Office and your supervisor if you have COVID-19 symptoms or concerns, otherwise enter in sick-time requests as described in the employee handbook. Days of isolation and/or positive COVID-19 diagnosis that results in missed work will NOT count against employee sick time allocations.
- Berrien RESA programs will not offer a hybrid model of instruction (where students report to school on alternating days). Instruction will either be provided in-person or, if necessary, remotely.
- Personal Protection Equipment (PPE) will be provided for staff and students. Should staff members wish to purchase their own equipment (face coverings, gloves, face shields, etc.), they should consult the School Nurse to ensure that materials meet safety standards. Families are welcome to supply students with cloth face coverings. Individuals (staff or students) who claim medical exemption will need to meet with their building supervisor/principal to discuss additional safety measures to support the health and safety of everyone in the school building. This may include increased cohorting efforts as well as more pronounced social distancing. [Per the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap, pg. 22 - *Exception: Students unable to medically tolerate or unable to remove without assistance, don't wear a mask. 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. Pg. 22 - Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or is unable to remove the facial covering without assistance, must not wear a facial covering.*]
- To the best of our ability, class sizes will be limited to allow for social distancing (6 feet apart). The average class size will be about 12 students or less.
- Common spaces, like hallways and entry points will feature directional signs to support social distancing.
- Students will be grouped in cohorts to limit interactions.
- Hygiene practices and routines will be reinforced with students.
- Students participating in offsite classrooms will follow Berrien RESA protocols when in the classroom and local district protocols when navigating common spaces.
- Community Based Instruction will continue to be offered, when available. Students and staff will follow health and safety protocols outlined by worksites.
- Families receiving home visiting services will continue to receive services online unless they request an in-person meeting. Individuals in the home, including the child receiving services, will need to successfully pass a symptom survey before services can be offered in-person.
- Staff members may need to be temporarily reassigned to support emergency needs (substitute teachers).



- Student/children's activities may be suspended until the region has graduated to Phase 6 of the [MI Safe Start Plan](#).
- Until our region returns to Phase 6 of the MI Safe Start Plan, there will be no guests or visitors to the buildings unless they are essential to the health or safety of a student or the student body or are performing an essential function in order for the building/Berrien RESA/local district to operate. Those individuals will be restricted to certain areas of district buildings. Everyone will be required to wear appropriate face coverings (unless medical documentation is provided prior to the visit) and participate in a symptom assessment.
- Parents may still transport students to and from their school buildings.



Guiding Principles

The following Guiding Principles were considered when developing the SMART Re-Start Plan:

- We will be transparent. We will share what we know and what we don't know. We will be clear about what we can control and what is outside of our control.
- We will be equitable. We will center decisions on what is best for all students, families, and educators, especially those most impacted by educational inequities and COVID-19.
- We will listen. We will bring together diverse stakeholders and experts to
 - understand the realities on the ground
 - surface creative solutions
- We will put safety first. We will leverage science, data, and public health leadership to inform the choices we make.
- We will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. We will make mistakes, and we will adapt quickly as variables on the ground change.

(Adapted from Marion County Schools)

Assurances

Berrien RESA commits to implement a series of assurances as outlined in the Governor's [Executive Order 2020-142](#). The assurances have been included in the district's Preparedness Plan and will be approved by the Board of Education by August 15, 2020 or seven days before the start of the school year for students, whichever comes first. The plan must also be posted on the district's website.

MIOSHA Emergency Order

On October 14, 2020, the Michigan Occupational Safety and Health Administration issued an Emergency Order regarding workplace conditions. The order reinforces workplace expectations that were already established by the district this summer, when the Berrien RESA SMART Re-Start Plan was developed.

The SMART Re-Start Plan lays out the COVID-19 written plan of preparedness and response to COVID-19 to minimize and prevent employee exposure to COVID-19. The plan defines the measures Berrien RESA is implementing to reduce employee exposure through engineering controls, administrative controls, hand hygiene/environmental surface disinfection, personal protective equipment, health surveillance, and training.

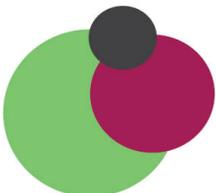
Per MIOSHA Emergency rules, the anticipated employee exposure risk level in all job functions is rated at [Medium Exposure Risk](#). Under Medium Exposure Risk staff may have frequent and/or close contact (ex. within six feet) with people who may be infected with SARS/CoV-2, but who are not known or suspected COVID-19 patients. Workers in this category have contact with the general public and coworkers. (Added 10-15-2020)

COVID-19 Dashboard

Berrien RESA COVID-19 dashboard information, which is located on the Berrien RESA website, is maintained by the Berrien County Health Department in compliance with the Michigan Department of Health and Human Services Emergency Order under MCL 333.2253. Information is posted by the Health Department within 24 hours of notification to the school. (Updated 10-15-2020)

HIPAA/FERPA

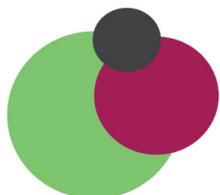
Berrien RESA complies with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).



Berrien RESA will implement a mental health screening for all students. The screening process will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.

Communication

In accordance with our administrative guidelines and procedures, the district, in collaboration with the Berrien County Health Department, will only communicate confirmed cases of COVID-19 in a school building, student event/activity, or district sponsored function. Notification of confirmed cases will be shared via School Messenger. Names of those impacted (whether it is a student, employee, district approved volunteer, or guest/spectator) will not be shared. All formal communication related to contact tracing will be handled confidentially by the Berrien County Health Department. (The School Nurse or building administrator may need to provide class or cohort rosters to aid in contact tracing efforts.) In an effort to protect student and employee privacy rights, we respectfully encourage all district families not to spread rumors or false information. The health and safety of everyone is important and trust that we will work as a community to support each other as we face this pandemic together.



Questions about Berrien RESA's SMART Re-Start Plan

Families - Contact your student's building principal or email info@berrienresa.org.

For technical assistance regarding remote learning: info@berrienresa.org.

Staff - Contact the Human Resource Office or your supervisor or email info@berrienresa.org

Closure

The Superintendent, in collaboration with program principals and supervisors along with the Berrien County Health Department, and with direction from state authorities, will make decisions relative to the closure of classrooms/cohorts/buildings/district. Closure will be communicated to all staff and families in the same manner as weather closures, using the district's School Messenger system.

When a decision is made to close any part of the district or the district as a whole, transportation and food service will be notified by the Superintendent.

Partnering with Local School Districts and Service Providers/Vendors

Berrien RESA is coordinating its COVID-19 response protocols with Berrien County school districts as well as service providers and vendors. Berrien RESA administrators will continue to work collaboratively with our education community and the Berrien County Health Department to determine best practices related to the health and safety of all students and staff members.

General Health Guidance

Please follow all COVID-19 health and safety recommendations from the Berrien County Health Department and the Centers for Disease Control and Prevention (CDC):

Cleaning your hands often, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol.

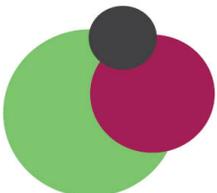
- Avoiding close contact with people who are sick.
- Putting distance between yourself and other people (at least 6 feet).
- Covering your mouth and nose with a cloth face covering when around others.
- Covering your cough or sneeze with a tissue, then throw the tissue in the trash followed by washing/sanitizing hands.
- Cleaning and disinfecting frequently-touched objects and surfaces daily.

The Berrien County Health Department has developed a series of Frequently Asked Questions (FAQs) relative to the school community and COVID-19. Please be sure to review the FAQs regularly as they will be updated as more questions arise. The Health Department has also created helpful graphics that explain reducing the risk of spread, a flowchart to help families and staff know what to do if they may have been exposed to COVID-19 and a description of how contact tracing is performed.

Definitions of Terms

Coronavirus:

Coronavirus Disease (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.



Contact Tracing:

A strategy for slowing the spread of disease in which public health workers communicate with infectious people to identify their contacts. They then follow up with those contacts to provide guidance on how to quarantine themselves and what to do if they develop symptoms of disease.

Quarantine:

The practice of keeping someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine must stay home (usually 14 days), separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation:

The practice of separating people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation (usually for 10 days) must stay home until it's safe for them to be around others. In the home, anyone sick or infected must separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Close Contact:

A person who was within 6 feet of a person infected with COVID-19 for more than 15 minutes with or without a mask. Examples of close contacts include individuals who were close to a person who is infected with COVID-19 by providing care to them at home, sharing a living space, having direct physical contact with them (touched, hugged or kissed them), and sharing eating or drinking utensils. People may also be close contacts if they were somehow exposed to droplets from an infected person (sneezed or coughed on).

Types of Face Coverings/Masks:

- **Cloth Face Coverings:** Cloth face coverings are masks made from material that are meant to cover your nose and mouth and to be secured under the chin and are not considered personal protective equipment (PPE). These are effective in reducing the spread of the virus.
<https://www.cdc.gov/coronavirus/2019ncov/prevent-getting-sick/cloth-facecover-guidance.html>
- **Surgical Masks:** Surgical masks were originally intended to be worn by health professionals and are considered personal protective equipment. These are effective in reducing the spread of the virus.
- **N95 or N95 respirator:** A N95 mask, also known as a respirator, filters particles that meet a certain standard for air filtration, meaning that it filters at least 95% of airborne particles. These are recommended only for use by healthcare personnel who need protection from both airborne and fluid hazards (e.g., splashes, sprays).

Cohorting:

Where a group of students (and sometimes teachers) stay together throughout the school day to minimize exposure for students, teachers, and staff across the school environment.

Source: Berrien and Kent County Health Departments and the Center for Disease Control and Prevention



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Berrien RESA SMART Re-Start Plan

Section 1: Safety

A master schedule will be developed and maintained in each program for reference by the Berrien County Health Department in order to trace each students' interactions over the course of a school day. This will include classroom schedules, schedules for specials, therapy sessions, and community-based instruction schedules. Additionally, the Human Resource Office will maintain staff lists for all programs and departments based on physical work locations to support contact tracing.

Personal Protective Equipment

- The expectations for the wearing of face coverings will be communicated with parents/guardians as well as staff.
- Staff members will be required to watch and complete Safe Schools trainings related to COVID-19 and cleaning/disinfecting prior to the start of the school year. Additional videos and resources may be made available upon availability and shared with staff and parents/students (as appropriate).
- Building signage will be prominently displayed reminding students, staff and others about social distancing, wearing face coverings, frequent hand washing and other hygiene practices.
- Face Coverings*:
 - Face coverings must always be worn in hallways and common areas by PreK-12 students in the building except for meals.
 - Face coverings must be worn in classrooms by all students grade K-12. (Updated 9-30-2020)
 - K-5 students will be with their same cohort group of classmates during the day and will be required to wear face coverings once they are situated in the classroom. (Updated 9-30-2020)
 - Face coverings are not required outside when social distancing is taking place, however it is recommended at all times by the Centers for Disease Control and Prevention (CDC).

*Students participating in Berrien RESA programs may not be organized by grade level but instead organized by cognitive ability. Students in any classroom may not be able to tolerate wearing a face covering. In those instances, increased safety and health protocols will be used to help protect staff and students.

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade (which must be washed daily) or disposable level-one (basic) grade surgical masks.
- A fabric face covering will be ordered and provided to every staff member. A limited number of clear face coverings will be ordered for staff who support students that need to see facial expressions or lip movement.
- Cloth and/or disposable face coverings will be made available to students.
- All disposable face coverings must be disposed of at the end of the day. Additional disposable masks will be provided for staff/students should their masks become soiled/dirty.
- Individuals (staff or students) who claim and provide documentation of medical exemption will need to meet with their building supervisor/principal to discuss additional safety measures to support the health and safety of everyone in the school building. This may include increased cohorting efforts as well as more pronounced social distancing. [Per the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap, pg. 22 - *Exception: 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. Pg. 22 - Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or is unable to remove the facial covering without assistance, must not wear a facial covering.*]
- Language or pictures/depictions on face coverings may not interfere with the educational environment and therefore should not be offensive, provocative, or disruptive to learning/work environment



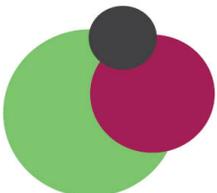
- Approved Visitors/vendors will be restricted to certain areas of district buildings. Parents will be encouraged to communicate remotely (via text, email and/or phone). Until the Governor returns the region to Phase 6 of the MI Safe Start Plan, there will be no guests or visitors to the buildings unless essential to the health or safety of a student or the student body or are performing an essential function in order for the building/Berrien RESA/local district to operate. (Fingerprint/background check services will be available by appointment only at the Administrative Center.) A disposable face covering will be provided to the individual upon signing in at the main office if the person does not have one. The visitor will be instructed to wear the face covering at all times. They will also need to complete a symptom survey upon arrival which includes taking a temperature. The symptom survey reflects the same questions asked of staff as the <http://misymptomapp.state.mi.us>.
- Parents may still transport students to and from their school buildings.

Hygiene

- While handwashing is the preferred choice of the district, every classroom will be supplied with cleaning supplies and hand sanitizer (at least 60% alcohol). Supplies (paper towels, soap, hand sanitizer, tissues, and trash receptacles) will be checked daily and restocked in the classrooms/work areas.
- Staff will follow building protocols to replenish supplies during the school day. Mass ordering of supplies will be handled through the Berrien RESA Building & Grounds Department.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated to students.
- Staff and/or School Nurse will teach students about (and reinforce if needed):
 - Proper handwashing
 - How to stand 6 feet apart (Social Distancing)
 - How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
 - How to wear a face covering (may use videos provided by other educational resources)
- Proper mitigation strategies including hand washing and sneezing into your elbow will be communicated to families via newsletter, parent messages, etc. Parents and caregivers will be asked to review and reinforce with their students.
- The district will:
 - Procure adequate gloves, soap, hand sanitizer, paper towels, cleaning wipes, tissues, etc. prior to the start of the school year and replenish supplies as needed.
 - Post signage related to cleaning and hygiene strategies throughout buildings prior to the start of school.
 - Monitor hygiene supplies and refill as needed.
- Physically sharing of school supplies will be limited. Center-based programs will work to provide individual materials for each student to support their education.

Spacing, Movement and Access

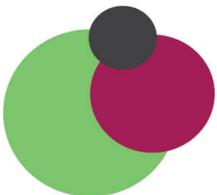
- Building/facility leaders and custodial staff will walk through each building prior to the start of the school year to assess the number of desks, tables, the capacity to physically distance with existing student enrollment and furniture.
- As feasible, all tables/desks will be arranged facing the same direction and students will be spaced out at each table.
- Teachers should maintain 6 feet of spacing between themselves and students as much as possible.
- Staff members should maintain 6 feet of spacing between themselves and others.
- Building/facility leaders will determine what furniture or supplies can be removed from the building or what alternate furniture can be used to create greater physical distance.



- Signage will be posted throughout the building reminding students, staff, and guests of the social distance, directional indicators and health and safety requirements.
- Drinking fountains will be disabled and marked accordingly. Bottle refill stations will continue to be available to staff and students along with disposable cups.
- Plexiglass barriers will be installed at reception areas throughout the district.
- Approved visitors will be limited and must follow appropriate screening procedures and will be restricted to certain areas of the building.

Screening Students and Staff

- Berrien RESA will cooperate with the Berrien County Health Department regarding implementing protocols for screening students and staff. Be sure to review the Berrien County Health Department Flowchart for specific details. All formal communication related to contact tracing will be handled confidentially by the Berrien County Health Department. (The School Nurse or building administrator may need to provide class or cohort rosters to aid in contact tracing efforts.)
- Symptoms include:
 - Fever (100.4 degrees Fahrenheit or greater)
 - Cough
 - Muscle aches
 - Loss of taste or smell
 - Runny nose
 - Abdominal pain
 - Chills
 - Shortness of breath
 - Headache
 - Sore throat
 - Nausea or vomiting
- Each school building will identify a wellness room for ill staff/students. The room will be outfitted with appropriate personal protection equipment.
- Berrien RESA will identify and designate a “wellness room” and a staff person to care for students who become ill at school. The student and the staff member will be provided with a surgical mask.
- Students will be monitored while in the wellness room.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and recommend they follow up with their primary care physician. Students exhibiting COVID symptoms cannot be transported on school transportation and must be picked up as soon as possible by the parent/guardian/approved emergency designee(s).
- The wellness area used by an ill person (student or staff member) will be cleaned per CDC guidelines and will not be used again by another person until cleaning has been completed.
- The School Nurse or designated person will contact the student/family after the student was sent home. Care coordination will follow the Berrien County Health Department guidelines.
- All staff will be required to conduct a health assessment using the State of Michigan’s MI Symptom portal prior to entering a district building to verify that they are safe to work. This will include taking their temperature. For staff members who do not have access to a smart phone or have internet access at home, they will conduct a self-check of symptoms prior to entering buildings and submit the self-check paper to their building secretary. Those staff members will then enter their symptom status in the MI Symptom portal once they are in their classroom/work area. Berrien RESA will be providing thermometers for all staff and families. Families are to check their student’s temperature as well as look for other illness symptoms before boarding transportation or arriving at school. If children are sick, do not send them to school.



- Staff who provide services in-home will need to survey parents/guardians about the health of the child and any individual that will be in the home during the visit before providing services. Staff members will follow personal protection equipment requirements as listed by the district.
- Staff members should contact the Human Resource Office and your supervisor if they have COVID-19 symptoms or concerns, otherwise enter in sick-time requests as described in the employee handbook or other district guidance/agreements.
- Ill staff should consult with their primary care physician. Should a staff member be tested for COVID-19 and receive a positive result, they will be provided with instructions from their doctor and will be contacted by the Berrien County Health Department. They must also report the positive diagnosis to their building supervisor and the Human Resource Office. Berrien RESA will keep this information confidential relative to individual staff name and assignment. Communication about positive COVID-19 test results may be shared with staff and families in general terms (see Communication).
- For students, readmittance to school will only be done once all the requirements for re-entry are satisfied according to the Berrien County Health Department or their personal health provider. Documentation must be provided. Students attending programs housed at LEAs will follow Berrien RESA readmittance guidelines.
- The Berrien County Health Department is asking schools to submit positive COVID-19 diagnosis of students or staff using the Department's Communicable Disease Reporting system.
- Days of isolation and/or positive COVID-19 diagnosis that results in missed work will follow COVID-19 specific district guidelines. For additional information, please contact the Human Resource Office.
- Substitutes that will be in Berrien RESA programs will participate in health screening prior to their arrival, the same as Berrien RESA staff members.
- The Superintendent, in collaboration with program principals and supervisors along with the Berrien County Health Department, and with direction from state authorities, will make decisions relative to the closure of classrooms/cohorts/buildings/district. Closure will be communicated to all staff and families in the same manner as weather closures, using the district's School Messenger system.

Food Service

- All students will be served lunch in their classrooms. Classroom staff will pick up meals from designated areas and take them to the classrooms. The school will utilize disposable utensils. Classroom staff will wear masks and gloves when picking up meals from Food Service.
- All cafeteria workers will wear masks, face shields and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink in classrooms to encourage the correct procedure for hand washing.

Gatherings and Extracurricular Activities

- Until our region is in Phase 6 of the MI Safe Start plan, no indoor assemblies will be held at the buildings. All essential presentations will be done remotely in the classrooms or by staff entering the room to share the needed information.
- A schedule will be put together that allows three cohorted classrooms on the playground for recess at a time. Staff will monitor students on the playground, encouraging social distancing. Face masks will be worn at all times on the playground unless the individual is medically unable. Students will use hand sanitizer before entering the building. (updated 9-9-2020)
- All field trips are suspended until Phase 6.
- All school activities will require face coverings. School events will be temporarily discontinued and will be evaluated as we move to the next phase.
- All Berrien RESA sponsored events (including student activities) will follow the guidelines outlined by the MI Safe Start Plan and the MI Safe Start Return to Schools Plan.



Athletics

- All non-academic extracurricular activities are offered by the local school districts. Those participating will follow that districts' plan.

Cleaning

- District-level administrators and Building & Grounds staff will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations sections of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with EPA-approved COVID-19 materials will be taken and orders will be made to address increased cleaning protocols.
- Cleaning supplies will be maintained in the designated custodial storage area.
- Students participating in a work-based learning task must wear gloves and face covering when cleaning, using only the approved cleaning solution for student use.
- Students help clean (not disinfect) at the end of the day.
- For each building, the custodial team and administrator will tour the building and identify areas of frequent use. A plan will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are the building.
- Custodial staff will walk the building wiping all high frequency usage areas at designated scheduled times. Custodial staff will note the time and date on a chart that is kept daily.
- Custodial staff are required to wear a surgical mask, gloves, and face shield when performing cleaning.
- Classroom teachers will wipe down the students' desks at designated times. All classrooms will have the appropriate approved school cleaning solution.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Berrien RESA playground equipment will be cleaned routinely. (Updated 8-14-2020)
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of personal protection equipment when cleaning, protocols for the classroom and storage of cleaning materials.



Busing and Student Transportation

- A meeting will be scheduled with all transportation companies that support the district to ensure they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap and Berrien RESA's SMART Re-Start Return to School plan.
- Contracted transportation service providers will outline the cleaning protocol of the bus/van and the equipment used on the bus. This will be performed before and following each route. 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 & air controls, doors & windows, and grab handles).
- Bus/van drivers will provide district-approved hand sanitizer for each student to apply before entrance onto each bus. Staff will ask families to assist with the application of the hand sanitizer for students who are not medically able to do so independently. District-approved hand sanitizer must also be provided on the bus/van.
- Assigned seats will be arranged for transportation students to/from school in the effort to enforce social distancing while being mindful of student needs. Students who are from the same residence are permitted to sit together while riding the bus/van to/home from school. This information will be maintained in the Transportation Office.
- Transportation contractors will ensure cleaning supplies in compliance with CDC guidelines are utilized to clean buses/vans between routes, including frequent areas of contact.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Develop and communicate the requirement for transportation staff to wear a mandatory face covering on the bus/van, if medically feasible, unless "It is determined on a case by case basis that it is not safe for the bus/van driver to wear a facial covering. Note: there may be situations where it is not safe for the bus/van driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials." (Page 28 of the MI Safe Schools: 2020-21 Return to School Roadmap.)
- Contracted transportation services and/or local education agencies (for their own transportation staff) are responsible for training offered to transportation staff that includes, but is not limited to:
 - Appropriate use of face coverings
 - Proper hand sanitizing protocol
 - Protocol for cleaning and disinfecting before/after routes
- Local education agencies and Berrien RESA program administrators will discuss COVID-19 procedures to support the safe transportation of students when being picked-up/dropped-off at each other's buildings.
- Students exhibiting COVID symptoms cannot be transported on school transportation and must be picked up by the parent/guardian/approved emergency designee(s).
- 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. Bus/van drivers are encouraged to be mindful of airflow on the bus/van. They must also be aware of individual students' specific medical needs.
- Students that are wheelchair pushers will follow health and safety precautions by wearing a mask and gloves in order to perform the task.
- District vans utilized for transporting students to/from work-based sites will follow the same cleaning protocol (using a check-list) before and after use.
- Transportation will be utilized for meal delivery in the event of school closures. Transportation staff will follow the health and safety precautions outlined throughout the document.

Medically Vulnerable Students and Staff

- Berrien RESA programs will use a combination of three health and safety strategies to promote a safe educational environment: cohorting, social distancing, and wearing a face covering.



- Staff will identify all health care plans, IEPs, IFSPs, and 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.
- Staff members who are medically vulnerable will need to meet with their building supervisor and the Human Resource Office to discuss additional safety measures to support their health and safety while at work.
- Berrien RESA programs will continue to follow medication and treatment procedures as listed in the Parent/Student Handbook. Medication will be dispersed by the School Nurse or trained staff member to students in classrooms.



Section 2: Mental & Social Emotional Health

Screening and Referral Process to Identify and Support the School Community

- For our district, we believe mental and social-emotional health is a critical and foundational piece to the success of this coming year.
- Berrien RESA will implement a mental health screening for all students. The screening process will be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Berrien RESA will continue to provide mental health and crisis services already in place including the use of the Berrien RESA Crisis Team. Those students and staff members identified as needing additional support will receive intervention support as outlined by the Crisis Team and/or the School Social Worker.
- Berrien RESA will continue to offer [crisis intervention support services](#) to families who need immediate assistance.

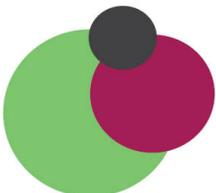
Resources to Support the School Community

Resources for families and staff will be made available on the [district's website](#). Updates will be made regularly.

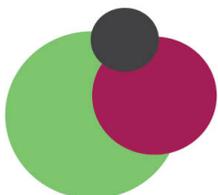
Resources to Help Educators

- **Lakeland Employee Assistance:** This confidential resource is available for employees and their family members at no cost for up to 5 visits. Virtual visits are available and can be scheduled by calling 269-428-0022.
- **Emergency Services:** The warmline will operate seven days a week from 10 a.m. to 2 a.m. at 888-PEER-753 (888-733-7753). It is intended to serve individuals living with persistent mental health challenges including anxiety, depression and trauma. Individuals in crisis, including those considering suicide, are urged to contact the Disaster Distress Helpline 24/7 at 800-985-5990 or the National Suicide Prevention Lifeline 24/7 at 800-273-8255 (TALK) or Text "Hello" to 741741. For the 24-hour Domestic Violence Hotline: 1-800-799-7233 (SAFE)
- **Lory's Place:** Lory's Place provides regularly scheduled peer support group sessions that allow children and adults to interact with peers who have suffered similar loss, or who are experiencing anticipatory grief. Lory's Place also offers a school outreach program, providing staff education and support, as well as peer grief support in elementary, middle, and high school. (269) 983-2707
- **tin6.org** -Any male who is a victim of sexual abuse. Live chats and phone support.
- **Call 911** if you or the person you are helping is in immediate danger

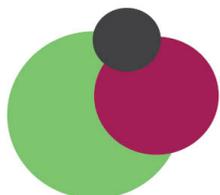
FOCUS AREA	NAME OF RESOURCE	DESCRIPTION
Covid-19 Testing Sites	Health	All require you to call ahead and make an appointment -Spectrum-Lakeland Health Hospitals /Hollywood Health Center (833) 559-0659 -Walmart Benton Harbor (269) 927-6514 South Bend Mobile Testing (800) 635-8611 -Intercare Benton Harbor/ Eau Claire (855) 869-6900 -Rite Aid Bridgman (269) 465-6777 Niles (269) 684-6556
General	The Collaborative for Academic,	SEL resources on COVID-19 for educators, parents and caregivers



	Social, and Emotional Learning (CASEL)	
General	Teacher Well-Being Resources Teacher Well-Being	The Teacher-Well Being website includes opportunities for staff to attend to the sources of teacher stress, in general. These resources allow for general understanding of teacher stress along with proven strategies to support growth and development. Included are tools for reflection, self-assessment and action planning.
General	Teacher Well-Being Resources Ruler Approach	SEL resources on COVID-19 for educators, parents and caregivers
General	Teacher Well-Being Resources What Your Coworkers Need Is Compassion	Compassion for colleagues during times of stress/ uncertainty.
Grief	Teacher Well-Being Resources	Emotional Intelligence: “That Discomfort You’re Feeling is Grief”
General	Teacher Well-Being resources	Compassion Side Effect - Compassion
General	School-wide SEL: Pandemic Edition	SEL resources that can be used immediately for SEL teams, teachers and parents. The pandemic version includes supportive resources that support the well-being of educators, students and families during an unprecedented time in our history. We may be distant, physically, but we can be social. Moreover, we can continue developing the five core competencies with every interaction, sprinkling the good stuff and growing our collective well-being. First Second Third Fourth Fifth Sixth Seventh New! Eighth
General	Michigan Department of Education Social Emotional Learning Resources	Resources for youth, parents, and school staff
Anxiety/Emotional Regulation	RULER: Supporting colleagues through ruler amidst the covid-19 outbreak	One of several supporting documents to help RULER schools support students, staff and parents with emotional literacy.
Self Care	Self Care document from Van Buren ISD	A plan for educators to take time to engage in self-care.
Trauma Informed	Dr. Stephanie Grant	Trauma informed supports for educators/ parents during Covid-19



Self Awareness	CASEL and the Montgomery County Educational Service Center	Video for parents/educators to teach students to being aware of their own emotions.
Anxiety/ Stress Management	California Surgeon General's Playbook: Stress Relief during COVID-19	Developed by Dr. Nadine Burke Harris, this guide includes tips for stress management and 6 stress-busting strategies.
Anxiety	Anxiety Canada	Online resources providing self-help information, videos, activities for supporting and treating anxiety
Anxiety	American Psychological Association (APA): Seven Crucial Research Findings that Can Help People Deal with Covid-19	Article from APA that highlights research findings for coping with anxiety related to COVID-19. Includes resources links for more information
Anxiety	Managing Fears and Anxiety around the Coronavirus (COVID-19)	Some helpful information and resources put out by Harvard University Health Services
Creating Happiness	Video from Rob Bell	Rob helps you think through ways you can reboot and find happiness in your life.
Mindfulness	Headspace App	Headspace offers free access to all K-12 teachers, school administrators and supporting staff in the US, UK, Canada and Australia. Headspace is an app that teaches you how to meditate.
Mindfulness	iRest	Simple and accessible form of mediation designed for modern day living.
Self-Care	Panorama-Education	Social Emotional Learning and Self-Care Resources for Educators, Schools and Parents
Coping Skills	COVID RESILIENCE: International Critical Incident Stress Foundation	Emergency service and healthcare professionals bring high levels of commitment and dedication to their work. The COVID-19 pandemic is placing extraordinary demands to adapt, rapidly shift standard operating procedure and remain psychologically resilient. The following suggestions are offered to cope with the stressors of the Pandemic response.
Mental Health	Suicide Prevention Resource Center	Resources to Support Mental Health and Coping with the Coronavirus (COVID-19)
Mental Health	Mental Health Resources	Mental Health and Wellness Apps
Grief	American Psychological Association: Grief and COVID-19	Article on grief and COVID-19: Mourning our bygone lives. The pandemic has led to a series of losses, from our sense of safety to our social connections to our financial security. Psychologists point to ways we can heal.
Grief	Psychology Today: Missing Life Before COVID-19? You're Not Alone	Article on managing grief and avoiding toxic positivity
Grief	Center for Loss and Life Transition: This Pandemic of Grief	Article and 20 minute Youtube talk by renowned grief expert, Dr. Alan Wolfelt.



Trauma	COVID-19 Resources and OFFICE HOURS with Bruce D. Perry, M.D., Ph.D.	The Neurosequential Model is a developmentally sensitive, neurobiology-informed approach to clinical problem solving. The model, developed by Bruce D. Perry, MD, PhD, is not a specific therapeutic technique or intervention. It is an approach that integrates core principles of neurodevelopment and traumatology to inform work with children, families and the communities in which they live. Dr. Perry provides articles, short videos and weekly office hours. During "office hours," Dr. Perry will be online and available to answer questions and for discussion. Feel free to join for any/all of the sessions that your schedule allows. Sessions will be recorded and links will be posted on this page.
Trauma	Video interview of Dr. Nadine Burke-Harris, Discussing Supporting Trauma During the Pandemic	California Surgeon General shared her professional ideas and advice for supporting community members who have been affected by trauma.
Strengthening Social Emotional Learning and Resilience	Mixed Media Resources Visual and Performing Arts	Using the Arts to help strengthen SEL and resilience in both ourselves and others. Resources provided by Michigan Arts Education Instruction and Assessment.
Strengthening Social Emotional Learning and Resilience	Mixed Media Resources Visual and Performing Arts	A variation of activities for people of all ages to create and find joy in solitude or with others.
Yoga	Yoga Ed	Yoga Ed is an educational company dedicated to changing education through the practice of yoga. Their mission is to empower school communities with yoga and mindfulness to cultivate health and wellness in children, teens, and adults.
Yoga	Down Dog	With Down Dog you get a brand new yoga practice every time you come to your mat. Unlike following pre-recorded videos, Down Dog won't make you do the same workout over and over again. With over 60,000 different configurations, Down Dog gives you the power to build a yoga practice you love! You can choose target areas, level of difficulty and type of yoga.
Physical Activity	Gopher	At home equipment replacement list - turn your household items into physical education equipment!
Mindfulness	Mindful activities	Mindful activities with directions
Mindfulness	Teaching resources	5-minute games to build executive function
Social Emotional Learning	SEL implementation guide	
Mindfulness		Mindfulness description of how the parts of the brain work together to communicate and regulate the body.
Mindfulness		Mindfulness In Everyday Life - Jon Kabat Zinn with Oprah - Energy is All There Is
Mindfulness/Social Emotional Learning		Social Emotional Learning Mindfulness: I Teach Because Youtube video
Mindfulness		Prioritizing your life: Rocks, pebbles, and sand story.



Section 3: Instruction

Governance

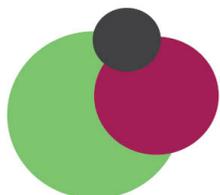
- Berrien RESA programs will not be offering a hybrid model for instruction.
- Berrien RESA programs will be offered either In-Person or through Remote Learning.

Early Childhood Education

- Berrien RESA will continue to offer virtual interactive activities and support to families (Parents as Teachers virtual playgroups and home visiting services for Early Childhood Education). Parents as Teachers will not resume in-person playgroup activities until Phase 6 of the MI Safe Schools Return to School Roadmap.
- Home visiting appointments will be available virtually and in person following the MI Safe Schools Return to School Roadmap guidance. Berrien RESA staff will follow the "Home based guidelines for in person services" that includes surveying parents and children for COVID-19 symptoms prior to visit.
- Early ON classrooms will continue to be hosted virtually.

Instruction: In-Person

- Teachers will be prepared to transition to remote learning by preparing packets/materials for a two-week time frame, should there be a need to return to Phase 3. The materials will include all IEP goals, adaptive skills, vocational skills, and specials, when applicable.
- A cohorting model will be used for our building programs. Students will meet in person every day, unless there is a necessary closure. Each program will follow their programs' hours outlined in the students' IEP. Schedules will be adjusted to minimize interactions outside of the cohorts.
 - Specials: Specials will be scheduled taking into consideration that each classroom has individual time with music therapy, physical education, swim classes, etc. The Music Therapist, for example, will travel to classrooms and students remain in place. Classroom staff will follow cleaning protocol for each space at the end of each special.
 - Lunch: Meals will be served to students in the classrooms following the scheduled serving time.
 - Recess: Three cohorted classrooms will be scheduled for recess at a time. Staff supervise recess for their class. (updated 9-9-2020)
 - Pool: Adequate time will be provided for cleaning lockers before/after use. Students will use lockers that have been approved for use to promote social distancing.
- Each classroom will maintain a schedule of their day and post them inside and outside of the classroom, as well as have them maintained in the office.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated to students.
 - Staff and/or school nurse will teach students about (and reinforce if needed):
 - Proper handwashing
 - How to stand 6 feet apart (Social Distancing)
 - How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
 - How to wear a face covering (may use videos provided by other educational resources)
- All students will be assessed within the first two weeks of school and again between 6-8 weeks to identify forgotten learning and determine need for recovery services. Recovery Plans will be developed to support the identified areas of need. Recovery Plans must be completed by 12/20/20.
- In-person instruction will utilize blended learning to develop routines and familiarity with resources that can be consistent in both face-to-face and remote settings.
- Classrooms will be organized to follow the social distancing requirements in the best manner possible. Student seating will be spaced out and attempt to have students face one direction.



- Signage will be placed on flooring to identify proper social distancing. Directional arrow signage will be placed throughout the hallways to assist with maintaining two-way traffic.
- Sharing school supplies will be limited. Center-based programs will work to provide individual materials for each student to support their education.
- There will be consistent use of Berrien RESA learning platforms across Berrien RESA classrooms. The combination of systems used may vary from classroom to classroom. (Google Classroom, Google Meet, Class Dojo, packets, etc.)
- Berrien RESA programs will incorporate rigorous instruction aligned with state standards, grade level content expectations, and IEP goals. Each program curriculum is addressed as follows:
 - Blossomland Learning Center and the ASD program will continue to utilize both the Michigan Merit Curriculum Extended Grade Level Content Expectations (EGLCE's) and the Addressing Unique Educational Needs for Students with Disabilities (AUEN) for their curricular needs. English Language Arts and Mathematics are currently aligned to the student's Individualized Education Program. Staff utilize curriculum Checklists that combined these for documentation of individual skills and resources, and to identify areas of need. Curriculum expectations and goals are included in each student's IEP.
 - The curricula that will continue to be implemented at Lighthouse Education Center are based on the State Content Grade Level Expectations. For English language arts, mathematics, science and social studies, the unit pre and post testing for the content area assist with implementation of the curricular material. There are no variances built into the Lighthouse general education curriculum. The autistic and emotionally impaired program provides for the individual students special and unique needs. Curriculum expectations and goals are included in each student's Individualized Education Program (IEP).
- Inclusion in general education will continue with cohorting (e.g. same students and staff to specified classrooms; staff will wear masks; with hand hygiene and cleaning of high traffic areas.)
- Berrien RESA programs will incorporate social emotional learning (SEL) for students.
- Annual IEP/REED meetings will meet via Google Meet. Parents can also participate by telephone if they cannot access the video call.
- Ongoing progress monitoring to assess student progress and make instructional decisions will continue to take place in remote learning. Regular feedback will be provided to the student and their parents on the progress.

Postsecondary Transitions:

- Community-based instruction and work-based learning experiences will continue as long as health and safety guidelines can be followed by students and staff at each designated worksite.
- Transition services will also continue to support students as they transition from school to future life opportunities. Students and staff will need to follow worksite expectations relative to screening and safety protocols. (This includes interns in Project SEARCH at Spectrum Health Lakeland.)
- Work-based learning will continue following communications with the various job sites and the identification of health and safety requirements required specific to that job site.
- Students participating in work-based learning on-site, will be required to wear a face covering. Depending on the task, additional safety measures may be necessary. Additional safety measures may include wearing a face shield, gloves, and smock/apron.
- Students participating in off-site work-based learning will be required to have completed screening prior to arrival to school and wear facial coverings. Additional health and safety measures may be necessary, dependent upon the job site.
- Staff working with students on work-based learning will wear face coverings and any additional safety measures necessary for the task.



- Staff transporting students to/from school will follow the vehicle safety checklist and, upon return, complete identified cleaning protocols.

Instruction in Homes:

Early On:

- Berrien RESA will continue to take new referrals and offer evaluations to determine if a child qualifies for Early On services.
- Home visiting appointments will be available virtually and in person following the Michigan Home-based Early Childhood Services: Guidelines for How to Restart In-Person Visits (put link to these 2 attachments) that include surveying parents and children for COVID-9 symptoms prior to visits, all adults present wearing a face mask, and home visitors using hand sanitizer before and after home visit.
- Early On Classrooms will continue to be offered virtually until Berrien County is in Phase 6.

Parents as Teachers:

- Berrien RESA will continue to enroll new families.
- Home visiting appointments will be available virtually and in person following the [Michigan Home-based Early Childhood Services: Guidelines for How to Restart In-Person Visits](#) that include surveying parents and children for COVID-9 symptoms prior to visits, all adults present wearing a face mask, and home visitors using hand sanitizer before and after home visit.
- In person Read, Play and Learn Playgroups will continue to be offered virtually until Berrien County is in Phase 6.

Remote Learning Environment:

- To remain prepared for needed shifts to an all-district remote learning context, we will:
- Prepare two-weeks of emergency lesson materials prior to the start of school. The materials will include all IEP goals and/or, adaptive skills, vocational skills, and specials.
- Secure online tools and materials that will provide standards-aligned learning that is customizable to student needs.
- Integrate remote learning tools into PLC meetings and in-school instruction so that teachers and students remain ready for a possible transition to a remote context.
- Continue to use traditional methods of communication with parents to provide information and support relative to learning expectations.

When in remote learning modes we will:

- Confirm that devices are distributed to all students during the first week of school when in remote learning. If students need a device, the district will do its best to provide a device as soon as possible.
- Activate our connectivity plan to ensure that all students and families have adequate connectivity to successfully engage in and complete schoolwork.
- Students will continue to earn credit for progress.
- All students will be assessed within the first two weeks of school and again between 6-8 weeks to identify forgotten learning and determine need for recovery services. Recovery Plans will be developed to support the identified areas of need. Recovery Plans must be completed by 12/20/20.
- There will be consistent use of Berrien RESA learning platforms across Berrien RESA classrooms. The combination of systems used may vary from classroom to classroom. (Google Classroom, Google Meet, Class Dojo, packets, etc.)
- Berrien RESA programs will incorporate rigorous instruction aligned with state standards, grade level content expectations, and IEP goals as well as develop Contingency Learning Plans to adapt to remote learning. (Updated 8-14-2020) Each program curriculum is addressed as follows:



- Blossomland Learning Center and the ASD Program will continue to utilize both the Michigan Merit Curriculum Extended Grade Level Content Expectations (EGLCE's) and the Addressing Unique Educational Needs for Students with Disabilities (AUEN) for their curricular needs. English Language Arts and Mathematics are currently aligned to the student's Individualized Education Program. Staff utilize curriculum Checklists that combined these for documentation of individual skills and resources, and to identify areas of need. Curriculum expectations and goals are included in each student's IEP.
 - The curricula that will continue to be implemented at Lighthouse Education Center are based on the State Content Grade Level Expectations. For English language arts, mathematics, science and social studies, the unit pre and post testing for the content area assist with implementation of the curricular material. There are no variances built into the Lighthouse general education curriculum. The autistic and emotionally impaired program provides for the individual students special and unique needs. Curriculum expectations and goals are included in each student's Individualized Education Program (IEP).
- Regularly scheduled parent coaching will be offered to support parent/caregivers student learning at home.
- Incorporation of social emotional learning (SEL) for students and staff.
- Annual IEP/REED meetings will meet via Google Meet. Parents can also participate by telephone if they cannot access the video call.
- Specific instruction and practice of COVID hygiene/safety procedures and incorporate them into daily home routines.
 - hand washing/hygiene
 - coughing/sneezing into elbow
 - social distancing
 - face covering/PPE procedures
 - cleaning surfaces and materials
- Ongoing progress monitoring to assess student progress and make instructional decisions will continue to take place in remote learning. Regular feedback will be provided to the student and their parents on the progress.
- Instructional tracking logs will be housed in the RESA program Google Drive/folder.



Berrien RESA Programs/Services

Berrien County Juvenile Center

Students receiving education through Berrien RESA while at the Juvenile Center will follow the health and safety guidelines outlined by Executive Orders related to Michigan Department of Corrections facilities.

Career and Technical Education (CTE)

Students participating in PA 56 Consortium Career and Technical Education programming will follow the health and safety protocols outlined by the district in which their classes are held.

5th Year Early/Middle College (EMC)

Students participating in EMC will follow the health and safety protocols outlined by Lake Michigan College or Southwestern Michigan College, or wherever their classes are held.

Education of Homeless Youth (McKinney Vento)

The Berrien County McKinney-Vento Project will continue to serve students identified as being homeless while practicing appropriate health and safety protocols.

Berrien County Math and Science Center

Berrien County Math and Science Center students will follow the guidelines and procedures established by their local districts as well as those established by Andrews University.

Great Start Readiness Program (GSRP) and Early ON Classrooms

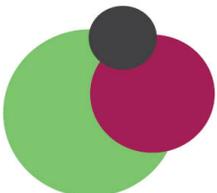
Berrien RESA staff members providing support for GSRP will follow the health and safety protocols outlined by the district in which the classrooms are located. If housed in a community-based facility, staff will follow health and safety standards as outlined in the Berrien RESA Smart Re-Start plan. In addition, all GSRP programs will follow the guidance provided by the [Michigan Department of Education](#).

Support Services

Special Education Service Providers (Ancillary Staff), Technology Services, General Education, Business Office, Early Childhood Education Department, Communication, Human Resource, Building & Grounds, and all other Berrien RESA staff members will be expected to follow the guidelines related to health and safety as outlined in the Berrien RESA SMART Re-Start Plan.

Attendance/Tuancy

- Attendance will be maintained daily following attendance codes for the district.
- Absences related to a positive COVID diagnosis will be excused and not be considered in truancy monitoring. Berrien RESA will have coding to identify these excused absences.
- Parents must notify school administration of a positive COVID-19 diagnosis.



Communications and Family Supports

Communication Systems:

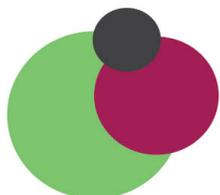
- Based upon community feedback during Spring of 2020, Berrien RESA identified that multiple modes of communication enabled the district to most effectively communicate with families and students. Based on that feedback, the district will use multiple modes of communication including the district website, School Messenger, email, Class Dojo, text messaging, phone calls, etc. Additionally, the following communication protocols will be implemented:
 - Maintain timely, accurate, and clear two-way communication with families regarding student's academic and social-emotional functioning and school and classroom information.
 - Enrollment packets will include letter/information relative to the Berrien RESA plan.
 - Parent and staff surveys will be completed to get input/feedback on remote learning.
 - Clearly communicate all plans and expectations for your child's return to school, including modes of assessment.
 - Ensure our staff members know and understand the district's SMART Re-Start plan and can communicate the plan when working with families.
 - Ensure our teachers use the district's remote learning platform(s) effectively and parents have access to the information.
 - Communicate in a timely manner when it becomes necessary to modify modes of instruction and/or the closure of buildings/programs.
 - Continuation of Mental Health support to staff and families (see resources on Berrien RESA website)
 - Information related to Social Emotional Support and the destigmatization of COVID-19.

Resources:

- [Mindful Practices is a great resource](#) for educators, parents, and students during this time.
- [Movement and Mindfulness](#) provides support for the Whole Child
- [Stop.Breathe.Think](#) - Mindfulness and Meditation for Kids
- [Centervention](#) - Social Emotional Learning Activities
- [Child Mind Institute](#) - Supporting Families During COVID-19
- [Michigan Cares](#) - Program through Michigan Virtual University
- [Talking with Children About COVID-19 \(CDC\)](#)

Family Partnerships:

- Berrien RESA values our parents as essential partners in the educational process. Our families and students have experienced many unforeseen challenges and new experiences during the past few months. We expect that we will all continue to face new experiences in the fall and are committed to supporting our students and families. We plan to provide:
- A district-wide email address for questions related to COVID-19 and remote learning, as well as questions about student/family needs is available. The email address is info@berrienresa.org.
- Provide virtual training for families to support them in helping children with remote learning.
- Offer supports and resources for families to use at home including specific strategies for supporting their child's learning at home.
- Offer virtual Superintendent, Director of Special Education, or Principals roundtable sessions where parents can engage in informal conversation with school leaders.
- Continue to offer virtual interactive activities and support to families (Parents as Teachers virtual playgroups and home visiting services for through Early Childhood Education). These services will continue being offered virtually unless the family wishes to host an in-person appointment.



Professional Learning

- Professional learning will continue to be offered, remotely if necessary.
- Protocols outlining requirements for professional learning will be provided and/or posted at all buildings/programs. Capacity for each conference space will be identified.
- Safe Schools COVID Training will include an introduction and cleaning/disinfection requirements.
- Cornell Therapeutic Crisis Intervention training will continue due to the need to ensure safety relative to severe behavior for students and staff in the school setting. Health and safety precautions will be followed throughout the training, including face coverings, temperature checks, screening questions, social distancing and cohorting.
- Training and regular practice on Berrien RESA identified remote teaching/learning platforms. For example:
 - Google Classroom
 - Class Dojo
 - Google Meet
 - Coaching to parents/caregivers
 - Social Emotional Learning for students and staff
- Professional learning will be customized based on specific program needs and maintained in a Google Drive for access at any time.
- Health and safety training that will be provided to staff include:
 - Teaching how to safely use gloves.
 - Appropriate use of face coverings, shields, and smocks/aprons
 - Training of illness procedures as they relate to students



Section 4: Operations

Facilities

- Staff will request supplies and signage through the Berrien RESA Building & Grounds Department.
- Contracted vendors will sign an assurance statement verifying that they can and will comply with daily health screenings, understanding COVID-19 and complying with personal protection equipment requirements.
- Building & Grounds to provide professional development training to staff relative to the proper use and storage of cleaning materials.
- Building & Grounds staff are responsible for all disinfection/sanitation of all equipment and facilities (unless a classroom housed at a local district).
- Berrien RESA will ensure the proper ventilation of buildings.

Budget, Staffing, Enrollment and Food Service

Budget/Staffing/Enrollment

- Significant costs are anticipated relative to: Personal Protection Equipment, additional classroom supplies (to provide for individual use), cleaning and disinfecting supplies, materials/technology to support remote learning (if needed), equipment needed to support social distancing and cohorting, copying of instructional materials to support students if remote instruction is required, etc.
- Additional funds may be needed to support additional staffing for cleaning/disinfecting facilities.
- Anticipate an increased need for substitute teachers to support classroom learning when Berrien RESA staff are ill/quarantined.
- Co-op students, interns and student teachers will be allowed to participate in their respective programs and must follow the health and safety protocols as Berrien RESA staff members.
- Due to being medically vulnerable, Foster Grandparents will be welcome to return to the district in Phase 6.

Food Service

- Food Service providers will wear gloves, surgical masks, face shields, and aprons to make and serve meals.
- Meals will be picked up by classroom staff from a centralized location and brought to the classrooms on a cart, wearing gloves and masks.
- Students will eat in their cohort classroom(s).
- Students will wash their hands or use hand sanitizer before/after eating.
- Meals will be served on lunch trays with disposable utensils.
- Recording of meals served will follow building protocols.
- Staff/Students participating in work-based learning with Food Service will follow the same protocol as Food Service providers by wearing gloves, surgical masks, face shields, and aprons to deliver food.
- Off-site programs will follow the same protocol as the Food Service providers in the use of gloves, surgical masks, face shields, and aprons to make and serve meals.
- Menus will be developed considering the recommended protocol in two-week increments.
- Food Service will prepare and deliver meals to students should the district transition to school closure (Phase 3).
- The USDA has extended a waiver which will allow Berrien RESA to provide students free school meals through the remainder of the school year. (10-15-2020)
- If, in Phases 4 or 5, should portions of the district close (i.e. individual classroom/cohort) meals for program students will be available for pick-up by families at designated times. Families will be notified of pick-up processes, location and times directly. (Updated 8-14-2020)



Technology

Before Schools Reopen for In-Person Instruction

Staff members are encouraged to seek technology support by contacting the Help Desk at help@berrienresa.org. For families needing assistance, please contact your child's teacher.

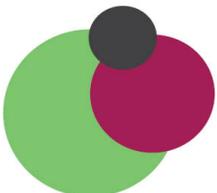
When school resumes, students will need to return district-owned devices. Once collected, the devices will be:

- Safely bagging devices collected at schools
- [Sanitizing the devices](#) prior to a repair or replacement evaluation
- Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement.

If Schools are instructed to Close for In-Person Instruction

A survey was conducted in June 2020 to learn about student and staff needs relative to technology.

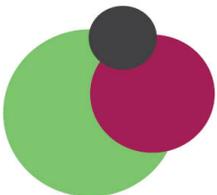
- Parent/Guardian emails and selected phone numbers were collected to verify with current contact information within the district Student Information System, building the database.
- Suggestions from parents regarding ways that Berrien RESA could best support them in a fully remote learning setting that have been taken into consideration while creating this plan include:
 - Pre-recorded videos explaining the lessons for parents/guardians as well as the actual lesson from the teacher,
 - Live video times such as Google Meet to allow for questions and answers.
 - Consistent communication from the district/building/teacher through email.
- During the Fall of 2020, the Instructional Technology Department will prioritize in-person instruction by ensuring that all students and staff:
 - Have access to a working device (Chromebook, iPad, laptop, desktop computer, or other);
 - Understand how to [maintain and clean](#) (electronic section) their learning device, guidelines for device functionality, internet safety, and problem-solving techniques to utilize if they experience difficulties.
- Faculty and staff will work to develop meaningful integration of technology tools during daily instruction, to support learning and provide students with opportunities to become familiar with the features of online programs and services.
- Communication will be provided to support families in the learning process including additional instructional resources to help make learning successful for students at home.
 - Technology tips and troubleshooting guides will be available to help students and parents navigate online instructional tools, such as [Google Classroom](#).
- Creation of a parent/guardian/student technology specific support email address to address technology care and troubleshooting:
 - techhelp@berrienresa.org
- Collaborate with various departments, community partners, businesses, and others, as needed, in problem-solving efforts to ensure all students and staff have reliable internet access to complete their work remotely.
- Optimize efficiencies and minimizing changes that will impact our existing tools and applications to provide stability across our system for all end users.
- Introduce new tools and applications in a way that continues to offer flexibility, but also moves toward a model of standardization to provide more robust support for an overall portfolio of systems that are secure, stable, and effective.



- Online platforms such as Google Meet and Google Classroom were chosen to ensure that the type of device available during remote learning would not factor into a student's ability to fully participate.
- Students who require a device for use at home have had one assigned to them through the district's Mobile Device Management System. The device has been located in the student's school if it is a shared device or assigned to the student specifically.
- When school is instructed to close and it is known before dismissal, each student will be sent home with their assigned device. When that isn't possible, or the school is instructed to close when students are not on-site, the school will communicate a schedule for parents to collect their students' devices in a drive-thru pickup process on the first available school day after closure.

Emergency Child Care for Essential Employees

- Executive Order 2020-16 called upon Michigan's ISDs to coordinate community efforts to support childcare needs for essential workers during the COVID-19 crisis. Berrien RESA, Lewis Cass ISD and Van Buren ISD answered the call and developed a plan in collaboration with Southwest Child Care Resources and United Way of Southwest Michigan, and in special partnership with the YMCA of Michiana. E.O. 2020-16 has expired, however should emergency childcare services be needed, Berrien RESA's collaborative plan could be resurrected.
- The plan asks essential workers (as defined [in Executive Order 2020-16](#)) find help by calling the statewide assistance number 2-1-1 or by visiting www.helpmegrow-mi.org/essential. Once a worker's information has been collected, a local representative will contact the essential worker within 24-48 hours to assist in finding an open childcare facility with capacity to address childcare needs.
- Essential workers include health care, home health and direct care workers, emergency medical service providers, first responders, law enforcement personnel, sanitation workers, childcare workers, personnel providing correctional services and other infrastructure support, postal workers, public health employees, key government employees and court personnel.
- Childcare locations and offerings may be different depending on the needs in each community. Open childcare sites must follow protocols that will protect public health and follow regulatory guidelines put in place by the State of Michigan Department of Licensing and Regulatory Affairs. Public health protocols for these programs include, but are not limited to, small class sizes with the same participants and staff in each room, sick rooms/containment spaces for students or personnel that become sick, and intensified, deep cleaning every day to minimize the risk of spreading COVID-19.
- If overflow space is needed to support childcare, area GSRP classrooms may be used to support demand. Staff members may be reassigned to support emergency childcare.



Resources:

- [MI Safe Schools: Michigan's 2020- 21 Return to School Roadmap](#)
- General Education Leadership Network (GELN) Back to School Plan - [Version 1.0](#) “Do First”
- General Education Leadership Network (GELN) [MI Safe Schools Roadmap - Sample District Plan](#)
- Centers for Disease Control and Prevention:
 - [Preparing for a Safe Return to Schools](#)
 - [Considerations for Schools](#)
 - [Latest COVID-19 Information](#)
 - [Cleaning and Disinfection](#)
 - [Guidance for Businesses and Employers](#)
 - [Guidance for Schools and Childcare Centers](#)
 - [COVID-19 Prevention](#)
 - [Handwashing Information](#)
 - [Face Coverings](#)
 - [Social Distancing](#)
 - [COVID-19 Frequently Asked Questions](#)
 - [People at Higher Risk](#)
 - [Managing Stress and Coping](#)
 - [Community Mitigation](#)
 - [Student Screening recommendations](#)
- [HIPAA and COVID-19](#)
- [OSHA Guidance on Preparing Workplaces for COVID-19](#)
- [FERPA & Coronavirus Disease 2019](#)

