

MI Safe Schools

Phase Category Comparison Checklist



**Michigan Association of
Secondary School Principals**

Table of Contents

Safety Protocols	Page 3
Personal Protective Equipment and Hygiene.....	Page 4-7
Spacing, Movement and Access.....	Page 8-10
Screening Students, Staff and Guests.....	Page 10-11
Testing Protocols for Students and Staff and Responding to Positive Cases.....	Page 12
Responding to Positive Tests Among Staff and Students.....	Page 13-14
Food Service, Gatherings and Extracurricular Activities.....	Page 14-15
Athletics.....	Page 15-16
Cleaning.....	Page 16-17
Busing and Student Transportation.....	Page 18-19
Medically Vulnerable Students and Staff.....	Page 19-20
Mental & Social Emotional Wellness	Page 21
Strongly Recommended.....	Page 22
Recommended.....	Page 23
Instruction	Page 24
Governance.....	Page 25
Instruction, Remote Instruction & Monitoring.....	Page 25-30
Communications and Family Supports.....	Page 30-31
Professional Learning.....	Page 31-32
Operations	Page 33
Facilities.....	Page 34-36
Technology.....	Page 37-39
Budget, Food Service, Enrollment and Staffing.....	Page 39-42
Transportation.....	Page 42-43

Safety Protocols

MI Safe Schools Phase Comparison Checklist



**Michigan Association of
Secondary School Principals**

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Personal Protective Equipment and Hygiene					
Personal Protective Equipment and Hygiene	Required	<input type="checkbox"/> Schools are closed for in-person instruction.	Personal Protective Equipment		Personal Protective Equipment
			<input type="checkbox"/> Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. <input type="checkbox"/> PreK-5 and special education teachers should consider wearing clear masks. <input type="checkbox"/> Homemade facial coverings must be washed daily. <input type="checkbox"/> Disposable facial coverings must be disposed of at the end of each day. <input type="checkbox"/> Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. <input type="checkbox"/> Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. <input type="checkbox"/> Homemade facial coverings must be washed daily. <input type="checkbox"/> Disposable facing coverings must be disposed of at the end of each day. <input type="checkbox"/> Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.		<input type="checkbox"/> Safety protocols no longer required.

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Personal Protective Equipment and Hygiene	Required		<input type="checkbox"/> Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one. <input type="checkbox"/> All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class. Hygiene <input type="checkbox"/> Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). <input type="checkbox"/> Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.		
	Strongly Recommended		Personal Protective Equipment <input type="checkbox"/> Facial coverings should be considered for K-5 students and students with special needs in classrooms. <input type="checkbox"/> Facial coverings should be considered for preK students and students with special needs in hallways and common areas. <input type="checkbox"/> Facial coverings are not recommended for use in classrooms by children ages 3 and 4. <input type="checkbox"/> Facial coverings should never be used on children under age 2.	Personal Protective Equipment <input type="checkbox"/> Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering. <input type="checkbox"/> PreK-5 and special education teachers should consider wearing clear masks. <input type="checkbox"/> Homemade facial coverings should be washed daily. <input type="checkbox"/> Disposable facial coverings should be disposed of at the end of each day.	

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Personal Protective Equipment and Hygiene	Strongly Recommended		<p>Hygiene</p> <ul style="list-style-type: none"> <input type="checkbox"/> Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. <input type="checkbox"/> Systematically and frequently check and refill soap and hand sanitizers. <input type="checkbox"/> Students and teachers must have scheduled handwashing with soap and water every 2-3 hours. <input type="checkbox"/> Limit sharing of personal items and supplies such as writing utensils. <input type="checkbox"/> Keep students' personal items separate and in individually labeled cubbies, containers, or lockers. <input type="checkbox"/> Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use. <input type="checkbox"/> Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings. 	<ul style="list-style-type: none"> <input type="checkbox"/> Facial coverings should always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required. <input type="checkbox"/> Homemade facial coverings should be washed daily. <input type="checkbox"/> Disposable facing coverings should be disposed of at the end of each day. <p>Hygiene</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). <input type="checkbox"/> Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. <input type="checkbox"/> Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. <input type="checkbox"/> Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room. 	
	Recommended			<p>Personal Protective Equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facial coverings should be considered for preK students and students with special needs in hallways and common areas. <input type="checkbox"/> Facial coverings are not recommended for use in classrooms by children ages 3 and 4. 	<p>Hygiene</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide adequate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer with at least 60% alcohol for safe use by staff and older students, paper towels, and tissues). <input type="checkbox"/> Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6	
Personal Protective Equipment and Hygiene	Recommended			<input type="checkbox"/> Facial coverings should never be used on children under age 2.	<input type="checkbox"/> Systematically and frequently check and refill soap and hand sanitizers.	
				<input type="checkbox"/> Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.	<input type="checkbox"/> Encourage staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.	
				<input type="checkbox"/> Facial coverings should be worn in classrooms by grades 6-12 students. Any student who cannot medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.		
				<input type="checkbox"/> Gloves are not required except for custodial staff or teachers cleaning their classrooms.		
				Hygiene		
				<input type="checkbox"/> Systematically and frequently check and refill soap and hand sanitizers.		
				<input type="checkbox"/> Students and teachers should have scheduled handwashing with soap and water every 2-3 hours.		
				<input type="checkbox"/> Limit sharing of personal items and supplies such as writing utensils.		
				<input type="checkbox"/> Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.		
				<input type="checkbox"/> Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.		
<input type="checkbox"/> Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.						

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Spacing, Movement and Access					
Spacing, Movement and Access	Required	<input type="checkbox"/> Schools are closed for in-person instruction. <input type="checkbox"/> School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state. <input type="checkbox"/> School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.			<input type="checkbox"/> Safety protocols no longer required.
	Strongly Recommended		<input type="checkbox"/> Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. <input type="checkbox"/> In classrooms where large tables are utilized, space students as far apart as feasible. <input type="checkbox"/> As feasible, arrange all desks facing the same direction toward the front of the classroom. <input type="checkbox"/> Teachers should maintain six feet of spacing between themselves and students as much as possible. <input type="checkbox"/> Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. <input type="checkbox"/> Post signage to indicate proper social distancing. <input type="checkbox"/> Floor tape or other markers should be used at six foot intervals where line formation is anticipated. <input type="checkbox"/> Provide social distancing floor/seating markings in waiting and reception areas. <input type="checkbox"/> Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques. <input type="checkbox"/> Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.		

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Spacing, Movement and Access	Recommended		<input type="checkbox"/> If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	<input type="checkbox"/> Spacing is six feet between desks to the extent that it is feasible.	
			<input type="checkbox"/> As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.	<input type="checkbox"/> Class sizes should be kept to the level afforded by necessary spacing decisions.	
			<input type="checkbox"/> As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	<input type="checkbox"/> In classrooms where tables are utilized, space students as far apart as feasible.	
			<input type="checkbox"/> If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community organizations to identify safe spaces where children can engage virtually, especially if family members work and children cannot be home alone.	<input type="checkbox"/> Arrange all desks facing the same direction toward the front of the classroom.	
			<input type="checkbox"/> Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.	<input type="checkbox"/> Teachers should try to maintain six feet of spacing between themselves and students as much as possible.	
			<input type="checkbox"/> Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	<input type="checkbox"/> Post signage to indicate proper social distancing.	
			<input type="checkbox"/> Where possible, physical education should be held outside and social distancing of six feet should be practiced.	<input type="checkbox"/> Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.	
			<input type="checkbox"/> Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access.	<input type="checkbox"/> Provide social distancing floor/seating markings in waiting and reception areas.	
			<input type="checkbox"/> Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.	<input type="checkbox"/> Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	
			<input type="checkbox"/> Entrances and exits should be kept separate to keep traffic moving in a single direction.	<input type="checkbox"/> Post signs on the doors of restrooms to indicate proper social distancing.	
	<input type="checkbox"/> If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.				

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Spacing, Movement and Access	Recommended			<input type="checkbox"/> As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.	
				<input type="checkbox"/> As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	
				<input type="checkbox"/> Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.	
				<input type="checkbox"/> Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.	
				<input type="checkbox"/> Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	
				<input type="checkbox"/> Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access.	

Screening Students, Staff and Guests					
Screening Students, Staff and Guests	Required	<input type="checkbox"/> Schools are closed for in-person instruction.	<input type="checkbox"/> Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.		<input type="checkbox"/> Safety protocols no longer required.
	Strongly Recommended		<input type="checkbox"/> Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.	<input type="checkbox"/> Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.	
			<input type="checkbox"/> Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.	<input type="checkbox"/> Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.	
		<input type="checkbox"/> Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines .	<input type="checkbox"/> Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines .		

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Screening Students, Staff and Guests	Strongly Recommended		<input type="checkbox"/> Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.	<input type="checkbox"/> Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.	
	Recommended		<input type="checkbox"/> A monitoring form (paper or electronic) for screening employees should be developed.	<input type="checkbox"/> Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.	
			<input type="checkbox"/> Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.	<input type="checkbox"/> Any parents or guardians entering the building should wash or sanitize hands prior to entry.	
			<input type="checkbox"/> Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.	<input type="checkbox"/> Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.	
				<input type="checkbox"/> Parents or guardians are encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.	
				<input type="checkbox"/> Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.	
				<input type="checkbox"/> Entrances and exits should be kept separate to keep traffic moving in a single direction.	

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Testing Protocols for Students and Staff and Responding to Positive Cases					
Testing Protocols for Students and Staff and Responding to Positive Cases	Required		<input type="checkbox"/> Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.		
	Strongly Recommended		<input type="checkbox"/> Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.	<input type="checkbox"/> Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.	
			<input type="checkbox"/> Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	<input type="checkbox"/> Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.	
			<input type="checkbox"/> Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines .	<input type="checkbox"/> Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines .	
			<input type="checkbox"/> Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.	<input type="checkbox"/> Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.	
			<input type="checkbox"/> In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.	<input type="checkbox"/> In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.	
			<input type="checkbox"/> Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.	<input type="checkbox"/> Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.	
		<input type="checkbox"/> Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.	<input type="checkbox"/> Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.		
	Recommended				

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Responding to Positive Tests Among Staff and Students					
Responding to Positive Tests Among Staff and Students	Required	<input type="checkbox"/> Schools are closed for in-person instruction.	<input type="checkbox"/> All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.		<input type="checkbox"/> In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed.
					<input type="checkbox"/> If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision must be made in concert with the local public health department.
	Strongly Recommended		<input type="checkbox"/> Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.	<input type="checkbox"/> Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.	<input type="checkbox"/> Cleaning staff must wear a surgical mask when performing cleaning of these areas along with gloves and face shield.
			<input type="checkbox"/> The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.	<input type="checkbox"/> The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.	
			<input type="checkbox"/> Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).	<input type="checkbox"/> Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).	
			<input type="checkbox"/> Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.	<input type="checkbox"/> Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.	

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Responding to Positive Tests Among Staff and Students	Strongly Recommended		<input type="checkbox"/> Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. <input type="checkbox"/> If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.		
	Recommended			<input type="checkbox"/> If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles. <input type="checkbox"/> Cleaning staff should wear a surgical mask when performing cleaning of these areas along with gloves and face shield.	

Food Service, Gatherings and Extracurricular Activities

Food Service, Gatherings and Extracurricular Activities	Required	<input type="checkbox"/> Schools enact food distribution programs.	<input type="checkbox"/> Prohibit indoor assemblies that bring together students from more than one classroom.		<input type="checkbox"/> Safety protocols no longer required.
		<input type="checkbox"/> All inter-school activities are discontinued.			
		<input type="checkbox"/> After-school activities are suspended.			
	Strongly Recommended			<input type="checkbox"/> Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks. <input type="checkbox"/> Students, teachers, and cafeteria staff wash hands before and after every meal. <input type="checkbox"/> All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people. <input type="checkbox"/> If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.	
Recommended		<input type="checkbox"/> Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.	<input type="checkbox"/> If possible, classrooms should be used for eating in place, taking into consideration food allergies.		
		<input type="checkbox"/> If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.	<input type="checkbox"/> If cafeterias need to be used, meal times should be staggered to create seating arrangements with six feet of distance between students.		
		<input type="checkbox"/> Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	<input type="checkbox"/> If possible, school-supplied meals should be delivered to classrooms with disposable utensils.		

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Food Service, Gatherings and Extracurricular Activities	Recommended		<input type="checkbox"/> Students, teachers, and food service staff should wash hands before and after every meal	<input type="checkbox"/> Schools should offer telecasting of assemblies and other school-sanctioned events if able.	
			<input type="checkbox"/> Students, teachers, and staff should wash hands before and after every event.	<input type="checkbox"/> Students and teachers should wash hands before and after every event.	
			<input type="checkbox"/> Large scale assemblies of more than 50 students are suspended.	<input type="checkbox"/> After-school programs may continue with the use of facial coverings.	
			<input type="checkbox"/> Off-site field trips that require bus transportation to an indoor location are suspended.		
			<input type="checkbox"/> Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.		
			<input type="checkbox"/> If possible, school-supplied meals should be delivered to classrooms with disposable utensils.		
			<input type="checkbox"/> If possible, schools should offer telecasting of assemblies and other school-sanctioned events.		
			<input type="checkbox"/> Extracurricular activities may continue with the use of facial coverings.		

Athletics					
Athletics	Required	<input type="checkbox"/> All athletics are suspended.	<input type="checkbox"/> Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).		<input type="checkbox"/> Safety protocols no longer required.
			<input type="checkbox"/> Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.		
			<input type="checkbox"/> All equipment must be disinfected before and after use.		
			<input type="checkbox"/> Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.		
			<input type="checkbox"/> Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must given to entry and exit points to prevent crowding.		

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Athletics	Required		<input type="checkbox"/> Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment. <input type="checkbox"/> Handshakes, fist bumps, and other unnecessary contact must not occur. <input type="checkbox"/> Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing. <input type="checkbox"/> Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.		
	Strongly Recommended			<input type="checkbox"/> Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another. <input type="checkbox"/> Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event. <input type="checkbox"/> All equipment must be disinfected before and after use. <input type="checkbox"/> Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section. <input type="checkbox"/> Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	
	Recommended			<input type="checkbox"/> Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided. <input type="checkbox"/> Handshakes, fist bumps, and other unnecessary contact should not occur.	

Cleaning					
Cleaning	Required	<input type="checkbox"/> Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.	<input type="checkbox"/> Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.		<input type="checkbox"/> Safety protocols no longer required.

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Cleaning	Required		<input type="checkbox"/> Libraries, computer labs, arts, and other hands- on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. <input type="checkbox"/> Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. <input type="checkbox"/> Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is <i>unnecessary</i> . <input type="checkbox"/> Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products. <input type="checkbox"/> Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.		
	Strongly Recommended			<input type="checkbox"/> Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA- approved disinfectant or diluted bleach solution. <input type="checkbox"/> Libraries, computer labs, arts, and other hands- on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able. <input type="checkbox"/> Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. <input type="checkbox"/> Playground structures should continue to undergo normal routine cleaning, but using an EPA- approved disinfectant is unnecessary. <input type="checkbox"/> Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use. <input type="checkbox"/> Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.	
	Recommended			<input type="checkbox"/> Staff should wear gloves, surgical masks, and face shield when performing all cleaning activities.	

Busing and Student Transportation

Busing and Student Transportation	Required	<input type="checkbox"/> All busing operations are suspended.	<input type="checkbox"/> Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.		<input type="checkbox"/> Safety protocols no longer required.
			<input type="checkbox"/> The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.		
			<input type="checkbox"/> Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.		
			<input type="checkbox"/> Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.		
			<input type="checkbox"/> Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.		
			<input type="checkbox"/> Create a plan for getting students home safely if they are not allowed to board the vehicle.		
			<input type="checkbox"/> If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.		
			<input type="checkbox"/> Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.		
			<input type="checkbox"/> 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.		
	Strongly Recommended			<input type="checkbox"/> Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.	
				<input type="checkbox"/> The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.	

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Busing and Student Transportation	Strongly Recommended			<input type="checkbox"/> Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.	
				<input type="checkbox"/> Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.	
				<input type="checkbox"/> Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.	
				<input type="checkbox"/> Create a plan for getting students home safely if they are not allowed to board the vehicle.	
				<input type="checkbox"/> If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.	
				<input type="checkbox"/> If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.	
	Recommended			<input type="checkbox"/> Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	
				<input type="checkbox"/> 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.	
Medically Vulnerable Students and Staff					
Medically Vulnerable Students and Staff	Strongly Recommended		<input type="checkbox"/> Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.	<input type="checkbox"/> Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.	<input type="checkbox"/> Safety protocols no longer required.
			<input type="checkbox"/> Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	<input type="checkbox"/> Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	

Category	Requirement	Phase 1-3	Phase 4	Phase 5	Phase 6
Medically Vulnerable Students and Staff	Recommended		<input type="checkbox"/> Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.	<input type="checkbox"/> Staff caring for children and providing any medical care that include aerosol generating procedures (e. g., nebulizers) should wear an N95 mask at the time of delivery.	
			<input type="checkbox"/> Staff caring for children and providing any medical care that include aerosol generating procedures (e. g., nebulizers) should have N95 masks.	<input type="checkbox"/> Enable staff who self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.	
			<input type="checkbox"/> Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.		

Mental & Social Emotional Wellness

MI Safe Schools Phase Comparison Checklist



**Michigan Association of
Secondary School Principals**

Requirement	Phase 1-3	Phase 4	Phase 5
<p>Strongly Recommended</p> <p>Mental & Social Emotional Wellness</p>	<p>While Schools Are Closed for In-Person Instruction</p> <p><input type="checkbox"/> Schools should implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.</p> <p><input type="checkbox"/> Establish and communicate guidelines to all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams.</p> <p><input type="checkbox"/> Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk, proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.</p> <p><input type="checkbox"/> Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).</p> <p><input type="checkbox"/> Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that reference school and community wellness resources.</p> <p><input type="checkbox"/> Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.</p> <p><input type="checkbox"/> Provide resources for staff self-care, including resiliency strategies.</p> <p><input type="checkbox"/> Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.</p> <p><input type="checkbox"/> Leverage MDE resources for student and staff mental health and wellness support.</p> <p><input type="checkbox"/> Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).</p> <p><input type="checkbox"/> Communicate with parents and guardians, via a variety of channels, return to school transition information including:</p> <p><input type="checkbox"/> Destigmatization of COVID-19.</p> <p><input type="checkbox"/> Understanding normal behavioral response to crises.</p> <p><input type="checkbox"/> General best practices of talking through trauma with children.</p> <p><input type="checkbox"/> Positive self-care strategies that promote health and wellness.</p>	<p>Before Schools Reopen for In-Person or Hybrid Instruction</p> <p><input type="checkbox"/> Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.</p> <p><input type="checkbox"/> Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.</p> <p><input type="checkbox"/> Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.</p> <p><input type="checkbox"/> Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.</p> <p><input type="checkbox"/> Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).</p> <p><input type="checkbox"/> Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.</p> <p><input type="checkbox"/> Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.</p> <p><input type="checkbox"/> Provide resources for staff self-care, including resiliency strategies.</p> <p><input type="checkbox"/> Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.</p> <p><input type="checkbox"/> Leverage MDE resources for student and staff mental health and wellness support.</p> <p><input type="checkbox"/> Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).</p> <p><input type="checkbox"/> Communicate with parents and guardians, via a variety of channels, return to school transition information including:</p> <p><input type="checkbox"/> Destigmatization of COVID-19;</p> <p><input type="checkbox"/> Understanding normal behavioral response to crises;</p> <p><input type="checkbox"/> General best practices of talking through trauma with children; and</p> <p><input type="checkbox"/> Positive self-care strategies that promote health and wellness.</p>	

Requirement	Phase 1-3	Phase 4	Phase 5
<p data-bbox="65 102 282 133">Recommended</p> <p data-bbox="65 189 289 288"><i>Mental & Social Emotional Wellness</i></p>			<p data-bbox="2150 96 2722 122"><i>Before Schools Reopen for In-Person Instruction</i></p> <ul style="list-style-type: none"> <li data-bbox="2150 163 3052 334"><input type="checkbox"/> Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines. <li data-bbox="2150 374 3027 429"><input type="checkbox"/> Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams. <li data-bbox="2150 469 3052 641"><input type="checkbox"/> Provide all staff with timely, responsive, and ongoing training/PD as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. <li data-bbox="2150 681 3017 762"><input type="checkbox"/> Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials. <li data-bbox="2150 802 3052 913"><input type="checkbox"/> Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed following an acute incident (e.g., loss of student, loss of a school staff member). <li data-bbox="2150 953 3027 1064"><input type="checkbox"/> Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources. <li data-bbox="2150 1104 3052 1159"><input type="checkbox"/> Establish ongoing reporting protocols for school staff to evaluate physical and mental health status. <li data-bbox="2150 1199 2933 1231"><input type="checkbox"/> Provide resources for staff self-care, including resiliency strategies. <li data-bbox="2150 1272 3017 1326"><input type="checkbox"/> Designate a mental health liaison (school-based) who will work across the district, local public health agencies, and community partners. <li data-bbox="2150 1366 3017 1421"><input type="checkbox"/> Leverage MDE resources for student and staff mental health and wellness support. <li data-bbox="2150 1461 3052 1542"><input type="checkbox"/> Activate communication channels for district stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email). <li data-bbox="2150 1582 3052 1911"> <input type="checkbox"/> Communicate with parents and guardians, via a variety of channels, return to school transition information including: <ul style="list-style-type: none"> <li data-bbox="2209 1679 2592 1711"><input type="checkbox"/> Destigmatization of COVID-19; <li data-bbox="2209 1751 2831 1784"><input type="checkbox"/> Understanding normal behavioral response to crises; <li data-bbox="2209 1824 2986 1856"><input type="checkbox"/> General best practices of talking through trauma with children; and <li data-bbox="2209 1897 2933 1929"><input type="checkbox"/> Positive self-care strategies that promote health and wellness.

Instruction

MI Safe Schools Phase Comparison Checklist



**Michigan Association of
Secondary School Principals**

Category	Requirement	Phase 1-3	Phase 4	Phase 5
----------	-------------	-----------	---------	---------

Governance

Governance	Strongly Recommended	<p><i>While Schools are Closed for In-Person Instruction</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Create a district Return to Instruction and Learning working group, potentially led by the Director of Curriculum, Chief Academic Officer or the equivalent, and composed of a broad group of stakeholders on the district and school level, to: <ul style="list-style-type: none"> <input type="checkbox"/> Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations. <input type="checkbox"/> Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness. <input type="checkbox"/> Share the district's remote learning plan with all involved stakeholders. 	<p><i>Before Schools Reopen for In-Person or Hybrid Instruction</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Create a district Return to Instruction and Learning working group, potentially led by the Director of Curriculum, Chief Academic Officer or the equivalent, and composed of a broad group of stakeholders on the district and school level, to: <ul style="list-style-type: none"> <input type="checkbox"/> Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations. <input type="checkbox"/> Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness. <input type="checkbox"/> Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning. 	
	Recommended			<p><i>Before Schools Reopen for In-Person Instruction</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Create a district Return to Instruction and Learning working group, potentially led by the Director of Curriculum, Chief Academic Officer or the equivalent, and composed of a broad group of stakeholders on the district and school level, to: <ul style="list-style-type: none"> <input type="checkbox"/> Gather feedback from families, teachers, students, and school leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations. <input type="checkbox"/> Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness. <input type="checkbox"/> Share the district's remote learning plan with all involved stakeholders in case of a return to remote learning.

Instruction, Remote Instruction & Monitoring

Instruction, Remote Instruction & Monitoring	Strongly Recommended	<p><i>Remote Instruction</i></p> <p><i>While Schools are Closed for In-Person Instruction</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that remote learning plans, revised based on feedback and input from school leaders, educators, families, and students, are distributed to all involved stakeholders in their home language. Create opportunities for ongoing feedback. <input type="checkbox"/> Activate remote learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. Consult MDE for high-quality digital resources. 	<p><i>Instruction</i></p> <p><i>Before Schools Reopen for In-Person or Hybrid Instruction</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Activate hybrid learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. Consult MDE for high-quality digital resources. <input type="checkbox"/> Make expectations clear to school leaders and teachers around hybrid or remote instruction that include: 	
---	-----------------------------	---	---	--

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Instruction, Remote Instruction & Monitoring	Strongly Recommended	<input type="checkbox"/> Support schools to assess every student in grades preK- 12 during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.	<input type="checkbox"/> Best practices for blended or remote learning;	
		<input type="checkbox"/> Review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly.	<input type="checkbox"/> Grade-level proficiencies;	
		<input type="checkbox"/> Commence online intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and career and technical education.	<input type="checkbox"/> Modes of student assessment and feedback	
		<input type="checkbox"/> Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.	<input type="checkbox"/> Differentiated support for students;	
		<input type="checkbox"/> Secure supports for students who are transitioning to postsecondary.	<input type="checkbox"/> The inclusion of social-emotional learning; and	
		<input type="checkbox"/> Conduct checkpoints with school leaders around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional support.	<input type="checkbox"/> Guidance around daily instructional time and workload per different grade bands to ensure consistency for students.	
		<input type="checkbox"/> Remain connected with MDE about policies and guidance.	<input type="checkbox"/> Set an instructional vision that ensures that:	
		<input type="checkbox"/> Develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.	<input type="checkbox"/> Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject.	
		Monitoring While Schools are Closed for In-Person Instruction	<input type="checkbox"/> Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics.	
		<input type="checkbox"/> Activate plans to monitor and assess the following:	<input type="checkbox"/> Every students' academic and social- emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening ions with students.	
		<input type="checkbox"/> Connectivity and Access:	<input type="checkbox"/> Secure supports for students who are transitioning to postsecondary.	
		<input type="checkbox"/> Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.	<input type="checkbox"/> Support schools to implement grade-level curricula that is aligned to Michigan preK-12 standards.	
		<input type="checkbox"/> Attendance:	<input type="checkbox"/> Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.	
		<input type="checkbox"/> Develop systems to monitor and track students' online attendance on a daily basis.	<input type="checkbox"/> Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly.	

Category	Requirement	Phase 1-3	Phase 4	Phase 5	
Instruction, Remote Instruction & Monitoring	Strongly Recommended	<input type="checkbox"/> Student Work:	<input type="checkbox"/> Commence intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and CTE.		
		<input type="checkbox"/> Teachers will assess the quality of student work and provide feedback to students and families.	<input type="checkbox"/> Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.		
		<input type="checkbox"/> Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.	<input type="checkbox"/> Inventory all intervention programs and services available to students on the district and school level and identify any gaps.		
			<input type="checkbox"/> Remain connected with MDE about policies and guidance.		
			<input type="checkbox"/> Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.		
			Instruction		
			When Schools Reopen for In-Person or Hybrid Instruction		
			<input type="checkbox"/> Ensure that every student:		
			<input type="checkbox"/> Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning;		
			<input type="checkbox"/> Is assessed to determine student readiness to engage in grade-level content; and		
	<input type="checkbox"/> Is offered scaffolds and supports to meet their diverse academic and social-emotional needs.				
	<input type="checkbox"/> Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration.				
	<input type="checkbox"/> Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions.				
	<input type="checkbox"/> Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed.				
	<input type="checkbox"/> Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.				
	<input type="checkbox"/> Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.				

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Instruction, Remote Instruction & Monitoring	Strongly Recommended		<input type="checkbox"/> Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support. <input type="checkbox"/> Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support. <input type="checkbox"/> If hybrid, activate plans to monitor and assess the following: <ul style="list-style-type: none"> <input type="checkbox"/> Connectivity and Access: <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork. <input type="checkbox"/> Attendance: <ul style="list-style-type: none"> <input type="checkbox"/> Develop systems to monitor and track students' online attendance on a daily basis. <input type="checkbox"/> Student Work: <ul style="list-style-type: none"> <input type="checkbox"/> Teachers will assess the quality of student work and provide feedback to students and families. <input type="checkbox"/> Students will self-assess the quality of work, reflect on teacher feedback, and learning progress. 	
	Recommended			<p>Instruction</p> <p>Before Schools Reopen for In-Person Instruction</p> <input type="checkbox"/> Set an instructional vision that ensures that: <ul style="list-style-type: none"> <input type="checkbox"/> Every student will start the year with access to grade-level instruction and high quality, standards-aligned instructional materials in every subject. <input type="checkbox"/> Every student will be assessed on their understanding of prerequisite skills and grade-level proficiencies using formative assessments, screeners, or diagnostics. <input type="checkbox"/> Every students' academic and social- emotional needs will be addressed with the integration of Social and Emotional Learning (SEL) and strengthening connections with students. <input type="checkbox"/> Support schools to implement grade-level curricula that is aligned to Michigan preK-12 standards. <ul style="list-style-type: none"> <input type="checkbox"/> Support teachers to utilize power standards that identify the major work of the grade in order to focus, prioritize, and accelerate instruction.

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Instruction, Remote Instruction & Monitoring	Recommended			<ul style="list-style-type: none"> <li data-bbox="2225 137 3055 284"><input type="checkbox"/> Revise students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's evolving needs based on assessment data and parent feedback, and design accommodations and match services accordingly. <li data-bbox="2225 284 3055 411"><input type="checkbox"/> Commence intervention and support services. Plans must include all programs and learning environments, especially special education, birth to five services, and CTE. <li data-bbox="2225 411 3055 558"><input type="checkbox"/> Establish structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible. <li data-bbox="2225 558 3055 657"><input type="checkbox"/> Inventory all intervention programs and services available to students on the district and school level and identify any gaps. <li data-bbox="2225 657 3055 723"><input type="checkbox"/> Remain connected with MDE about policies and guidance. <li data-bbox="2225 723 3055 842"><input type="checkbox"/> Develop a continuation of services plan for students needing either occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers. <li data-bbox="2225 842 3055 909"><input type="checkbox"/> Secure supports for students who are transitioning to postsecondary. <p data-bbox="2225 909 3055 975">Instruction</p> <p data-bbox="2225 975 3055 1042">When Schools Reopen for In-Person Instruction</p> <ul style="list-style-type: none"> <li data-bbox="2225 1042 3055 1393"><input type="checkbox"/> Ensure that every student: <ul style="list-style-type: none"> <li data-bbox="2271 1108 3055 1207"><input type="checkbox"/> Has access to standards-aligned, grade-level instruction, including strategies to accelerate student learning; <li data-bbox="2271 1207 3055 1306"><input type="checkbox"/> Is assessed to determine student readiness to engage in grade-level content; and <li data-bbox="2271 1306 3055 1393"><input type="checkbox"/> Is offered scaffolds and supports to meet their diverse academic and social-emotional needs. <li data-bbox="2225 1393 3055 1512"><input type="checkbox"/> Conduct checkpoints with school leaders around curriculum pacing and ongoing monitoring of student progress, specifically honing in on the growth of students who need acceleration. <li data-bbox="2225 1512 3055 1610"><input type="checkbox"/> Review student data to identify overall trends and gaps in student learning to design systemic supports and interventions. <li data-bbox="2225 1610 3055 1737"><input type="checkbox"/> Conduct a review of each students' IEP in partnership with teachers and parents to reflect each student's evolving needs based on time away from associated services including OT, PT, and Speech while school buildings were closed. <li data-bbox="2225 1737 3055 1886"><input type="checkbox"/> Procure any additional standards-aligned tools or materials to support differentiation, intervention, and remote learning, based on students' needs.

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Instruction, Remote Instruction & Monitoring	Recommended			<input type="checkbox"/> Set expectations for schools and teachers to integrate high quality digital tools and resources that are appropriate and sustainable at each grade level, to increase teachers' and students' familiarity with online learning in case of a return to remote instruction.
				<input type="checkbox"/> Determine and activate structures outside of the regular school day, such as summer learning options, extended day, and after-school programming, to potentially be leveraged to support students in need of additional support.
				<input type="checkbox"/> Support schools to communicate regularly with families in their home language about their child's progress and the targeted plans for students in need of additional support.

Communications and Family Supports

Communications and Family Supports	Strongly Recommended	<i>While Schools are Closed for In-Person Instruction</i>	<i>Before Schools Reopen for In-Person or Hybrid Instruction</i>	
		<input type="checkbox"/> Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, call, email, home visit) to share: <ul style="list-style-type: none"> <input type="checkbox"/> Expectations around the duration of the closure and reopening; <input type="checkbox"/> Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload. This should be done in collaboration with local bargaining units; <input type="checkbox"/> Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and <input type="checkbox"/> Training on accessing and using the school's digital systems and tools, and workshops for families to build digital literacy. 	<input type="checkbox"/> Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, all call, email, home visit) to share: <ul style="list-style-type: none"> <input type="checkbox"/> Expectations around their child's return to school; <input type="checkbox"/> Clear information about schedules and configurations, if hybrid; <input type="checkbox"/> Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and <input type="checkbox"/> Plans for each of the different school opening scenarios. 	
			<input type="checkbox"/> Provide resources that demonstrate schools value parents as partners in their child's education. Offer family supports that provide families with: <ul style="list-style-type: none"> <input type="checkbox"/> Training about how to access and use the school's chosen digital systems and tools; <input type="checkbox"/> Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; <input type="checkbox"/> Opportunities to build their digital literacy; and <input type="checkbox"/> Strategies to support their child's learning at home. 	
	Recommended			<i>Before Schools Reopen for In-Person Instruction</i> <ul style="list-style-type: none"> <input type="checkbox"/> Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, all call, email, home visit) to share:

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Communications and Family Supports	Recommended			<input type="checkbox"/> Expectations around their child's return to school;
				<input type="checkbox"/> Information about modes of assessment, details on curricula used in each of the core subjects, and grade-level proficiencies; and
				<input type="checkbox"/> Plans for each of the different school opening scenarios.
				<input type="checkbox"/> Provide resources that demonstrate schools value parents as partners in their child's education. Offer family supports that provide families with:
				<input type="checkbox"/> Training about how to access and use the school's chosen digital systems and tools;
				<input type="checkbox"/> Opportunities to build their digital literacy; and
				<input type="checkbox"/> Strategies to support their child's learning at home.

Professional Learning				
Category	Requirement	While Schools are Closed for In-Person Instruction	Before Schools Reopen for In-Person or Hybrid Instruction	
Professional Learning	Strongly Recommended	<input type="checkbox"/> Continue to provide professional learning and training through virtual modes for educators to:	<input type="checkbox"/> Provide adequate time for schools and educators to engage in:	
		<input type="checkbox"/> Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;	<input type="checkbox"/> Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed;	
		<input type="checkbox"/> Share knowledge, continuously learn, and exchange ideas, successes and failures around remote learning;	<input type="checkbox"/> Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year;	
		<input type="checkbox"/> Share information and data about students' assessment results, progress, and completed assignments;	<input type="checkbox"/> Identify students who potentially need additional support; and	
		<input type="checkbox"/> Learn how to use the school's digital systems and tools appropriately and sustainably; and	<input type="checkbox"/> Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning.	
		<input type="checkbox"/> Build capacity around high-quality remote learning.	<input type="checkbox"/> Create a plan for professional learning and training, with goals to:	
		<input type="checkbox"/> Utilize structures, such as professional learning communities, for educators to collaborate on prototypes for a week's worth of instruction to establish consistency and an appropriate workload.	<input type="checkbox"/> Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;	
			<input type="checkbox"/> Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and	
			<input type="checkbox"/> Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.	

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Professional Learning	Recommended			<p data-bbox="2212 133 3058 171"><i>Before Schools Reopen for In-Person Instruction</i></p> <ul style="list-style-type: none"> <li data-bbox="2212 201 3058 262"><input type="checkbox"/> Provide adequate time for schools and educators to engage in: <ul style="list-style-type: none"> <li data-bbox="2268 272 3058 393"><input type="checkbox"/> Intentional curriculum planning and documentation to ensure stability of instruction, whether school buildings are open or closed; <li data-bbox="2268 403 3058 524"><input type="checkbox"/> Identify students who did not engage in remote learning and develop a plan to provide additional supports, if needed. Share data and concerns about each student's growth and needs with students' assigned teacher(s) for the 2020-2021 school year; <li data-bbox="2268 544 3058 584"><input type="checkbox"/> Identify students who potentially need additional support; and <li data-bbox="2268 614 3058 675"><input type="checkbox"/> Share knowledge and ideas around the use and effectiveness of digital tools and resources that support remote learning. <li data-bbox="2212 705 3058 745"><input type="checkbox"/> Create a plan for professional learning and training, with goals to: <ul style="list-style-type: none"> <li data-bbox="2268 776 3058 866"><input type="checkbox"/> Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education; <li data-bbox="2268 897 3058 957"><input type="checkbox"/> Train school leaders and teachers thoroughly in the chosen digital systems and tools and their use; and <li data-bbox="2268 997 3058 1088"><input type="checkbox"/> Build school leaders' and teachers' capacity to design and develop blended and remote learning experiences that are equitable and engaging.

Operations

MI Safe Schools Phase Comparison Checklist



**Michigan Association of
Secondary School Principals**

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Facilities	Strongly Recommended	Facilities		
		<p><i>While Schools are Closed for In-Person Instruction</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Audit necessary materials and supply chain for cleaning and disinfection supplies. <input type="checkbox"/> Continue to maintain schools in good working order to prepare for the subsequent return of students. <input type="checkbox"/> Execute school cleaning and disinfection protocols according to the CDC School Decision Tree. <input type="checkbox"/> Custodial staff are recommended to wear surgical masks when performing cleaning duties. <input type="checkbox"/> ISDs and schools should create a contingency plan to coordinate the use of school buildings for essential actions including elections, food distribution, and child care, particularly for essential workers. <input type="checkbox"/> Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies. <ul style="list-style-type: none"> <input type="checkbox"/> Advocate for ISDs to coordinate with LEMPs. 	<p><i>Before Schools Reopen for In-Person Instruction</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Audit necessary materials and supply chain for cleaning and disinfection supplies. <input type="checkbox"/> Audit any additional facilities that the district may have access to that could be used for learning. <input type="checkbox"/> Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day. <input type="checkbox"/> Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies. <input type="checkbox"/> Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection. <input type="checkbox"/> Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies. <ul style="list-style-type: none"> <input type="checkbox"/> Advocate for ISDs to coordinate with LEMPs. <input type="checkbox"/> Encourage schools to provide advanced training for custodial staff <input type="checkbox"/> Custodial staff should continue deep cleaning over the summer. <input type="checkbox"/> Audit all school buildings with a focus on: <ul style="list-style-type: none"> <input type="checkbox"/> How many classrooms are available; <input type="checkbox"/> The size of each classroom; <input type="checkbox"/> Additional spaces that are available (e.g., gym, lunchroom, auditorium); and <input type="checkbox"/> The ventilation in each classroom. <input type="checkbox"/> Audit school security protocols to decide if any process changes need to be implemented. <input type="checkbox"/> School security staff should follow CDC protocols if interacting with the general public. <input type="checkbox"/> Maintain facilities for in-person school operations. <ul style="list-style-type: none"> <input type="checkbox"/> Check HVAC systems at each building to ensure that they are running efficiently. 	

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Facilities	Strongly Recommended		<input type="checkbox"/> Air filters should be changed regularly. <input type="checkbox"/> Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites. <input type="checkbox"/> Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication. <input type="checkbox"/> Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties. <input type="checkbox"/> School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students. <input type="checkbox"/> Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low- income students, and students with special needs. <input type="checkbox"/> Procure level-1 surgical masks for cleaning and janitorial staff. <i>If Schools are Instructed to Close for In-Person Instruction</i> <input type="checkbox"/> Activate school cleaning and disinfection protocols according to the CDC School Decision Tree . Custodial staff should wear surgical masks when performing cleaning duties. <input type="checkbox"/> Maintain facilities for resumption of school erations.	
	Recommended			<i>Before Schools Reopen for In-Person Instruction</i> <input type="checkbox"/> Audit necessary materials and supply chain for cleaning and disinfection supplies. <input type="checkbox"/> Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies. <input type="checkbox"/> Advocate for ISDs to coordinate with LEMPs. <input type="checkbox"/> Audit any additional facilities that the district may have access to that could be utilized for learning. <input type="checkbox"/> Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day. <input type="checkbox"/> Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and CDC. It is expected that this guidance will be updated in real-time based on the status of community spread local geographies.

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Facilities	Recommended			<ul style="list-style-type: none"> <li data-bbox="2212 137 3061 258"><input type="checkbox"/> Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection. <li data-bbox="2212 258 3061 318"><input type="checkbox"/> Encourage schools to provide advanced training for custodial staff. <li data-bbox="2212 318 3061 379"><input type="checkbox"/> Custodial staff should continue deep cleaning over the summer. <li data-bbox="2212 379 3061 756"><input type="checkbox"/> Audit all school buildings with a focus on: <ul style="list-style-type: none"> <li data-bbox="2262 459 3061 520"><input type="checkbox"/> How many classrooms are available; <li data-bbox="2262 520 3061 580"><input type="checkbox"/> The size of each classroom; <li data-bbox="2262 580 3061 681"><input type="checkbox"/> Additional spaces that are available (e.g., gym, lunchroom, auditorium, etc.); and <li data-bbox="2262 681 3061 741"><input type="checkbox"/> The ventilation in each classroom. <li data-bbox="2212 756 3061 943"><input type="checkbox"/> Audit school security protocols to decide if any process changes need to be implemented. <ul style="list-style-type: none"> <li data-bbox="2262 852 3061 943"><input type="checkbox"/> School security staff should follow CDC protocols if interacting with the general public. <li data-bbox="2212 943 3061 1578"><input type="checkbox"/> Maintain facilities for in-person school operations. <ul style="list-style-type: none"> <li data-bbox="2262 1014 3061 1104"><input type="checkbox"/> Check HVAC systems at each building to ensure that they are running efficiently. <li data-bbox="2262 1104 3061 1165"><input type="checkbox"/> Air filters should be changed regularly. <li data-bbox="2262 1165 3061 1326"><input type="checkbox"/> Custodial staff should distribute wastebaskets, tissues, and CDC approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during transit between sites. <li data-bbox="2262 1326 3061 1437"><input type="checkbox"/> Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication. <li data-bbox="2262 1437 3061 1578"><input type="checkbox"/> Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties. <li data-bbox="2212 1578 3061 1689"><input type="checkbox"/> School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students. <li data-bbox="2212 1689 3061 1820"><input type="checkbox"/> Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low- income students, and students with special needs. <li data-bbox="2212 1820 3061 1880"><input type="checkbox"/> Procure level-1 surgical masks for cleaning and janitorial staff.

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Technology				
Technology	Strongly Recommended	<i>While Schools are Closed for In-Person Instruction</i>	<i>Before Schools Reopen for In-Person Instruction</i>	
		<input type="checkbox"/> Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning. <input type="checkbox"/> Designate a single point of contact in each school to plan and communicate with district technology teams. <input type="checkbox"/> Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom. <input type="checkbox"/> Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers. <input type="checkbox"/> Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet. <input type="checkbox"/> Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology and serve as a "help desk." <input type="checkbox"/> Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures should include: <ul style="list-style-type: none"> <input type="checkbox"/> Safely bagging devices collected at schools; <input type="checkbox"/> Sanitizing the devices prior to a repair or replacement evaluation; <input type="checkbox"/> Ordering accessories that may be needed over the summer; and <input type="checkbox"/> Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement. <input type="checkbox"/> Identify an asset tracking tool. <input type="checkbox"/> Identify a vendor to assist with processing, returning, and maintaining devices, if needed. <input type="checkbox"/> Develop on-site triage of staff and student devices to minimize the time that staff may be without a device. <input type="checkbox"/> Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested. <input type="checkbox"/> Develop a technology support plan for families.	<input type="checkbox"/> Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning. <input type="checkbox"/> Designate a single point of contact in each school to plan and communicate with district technology teams. <input type="checkbox"/> Develop a district technology plan that includes guidance for schools. If possible, include training and support for educators to adapt remote learning for the classroom. <input type="checkbox"/> Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers. <input type="checkbox"/> Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet. <input type="checkbox"/> Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology. (For example, the existing parent organization may be able to fulfill this role). <input type="checkbox"/> Develop district-wide procedures for return and inventory of district-owned devices as part of a return to school technology plan. The procedures should include: <ul style="list-style-type: none"> <input type="checkbox"/> Safely bagging devices collected at schools; <input type="checkbox"/> Sanitizing the devices prior to a repair or replacement evaluation; <input type="checkbox"/> Ordering accessories that may be needed over the summer; and <input type="checkbox"/> Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement. <input type="checkbox"/> Identify an asset tracking tool. <input type="checkbox"/> Identify a vendor to assist with processing, returning, and maintaining devices, if needed. <input type="checkbox"/> Develop on-site triage of staff and student devices to minimize the time that staff may be without a device. <input type="checkbox"/> Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested. <input type="checkbox"/> Develop a technology support plan for families.	

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Technology	Strongly Recommended	<input type="checkbox"/> Continue to monitor device usage and compliance with online learning programs. <input type="checkbox"/> Provide support programs to ensure that students and families can access online teaching and troubleshoot problems with access. <input type="checkbox"/> Ensure that students can submit assignments and be evaluated accordingly. <input type="checkbox"/> Schedule ongoing staff training on platforms and tools. <input type="checkbox"/> Review and update (as needed) relevant technology policies including data privacy policies, acceptable use policies, and policies related to accidental damage, theft, and loss of technology. <input type="checkbox"/> Ensure every student has access to the appropriate technology and connectivity needed to continue learning.	<p><i>If Schools are Instructed to Close for In-Person Instruction</i></p> <input type="checkbox"/> Deploy digital learning devices and move to virtual learning. <input type="checkbox"/> Communicate consistent procedures for return and inventory of school owned devices as part of a return to school technology plan. The procedures should include: <input type="checkbox"/> Safely bagging devices collected at schools; <input type="checkbox"/> Transporting them to a central location; <input type="checkbox"/> Sanitizing the devices prior to a repair or replacement evaluation; and <input type="checkbox"/> Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement. <input type="checkbox"/> Ensure that school and community access points and wired network devices are functional. <p><i>When Schools Reopen for In-Person Instruction</i></p> <input type="checkbox"/> Organize and centralize online resources that were created, published, or distributed by teachers and others during the closure period. <input type="checkbox"/> Compile technology-facing lessons learned for inclusion in the district's updated remote learning plan. <input type="checkbox"/> Review issue tracking and inventory results frequently as a way of understanding the quality and progress of technology processes in your district. <input type="checkbox"/> Continue infrastructure evaluations until all issues are resolved. <input type="checkbox"/> Identify chronic technology issues that arose during the school closure period and use them to begin the development of a long-term technology maintenance plan.	
	Recommended			<p><i>Before Schools Reopen for In-Person Instruction</i></p> <input type="checkbox"/> Survey families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning. <input type="checkbox"/> Designate a single point of contact in each school to plan and communicate with district technology teams. <input type="checkbox"/> Develop a district plan that includes guidance for schools. If possible, include training and support for teachers to adapt remote learning skills for the classroom.

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Technology	Recommended			<input type="checkbox"/> Identify a device and/or general technology support lead for each school. Consider elevating that position to a more formal role and providing additional support potentially with parent volunteers.
				<input type="checkbox"/> Assign technology process leaders to key efforts and publish their contact information on the district intranet and/or internet.
				<input type="checkbox"/> Where practical given demands on parents or guardians, consider identifying family technology liaisons to support communication regarding the use of technology. (For example, the existing parent organization may be able to fulfill this role).
				<input type="checkbox"/> Develop district-wide procedures for return and inventory of district owned devices as part of a return to school technology plan. The procedures should include:
				<input type="checkbox"/> Safely bagging devices collected at schools;
				<input type="checkbox"/> Sanitizing the devices prior to a repair or replacement evaluation;
				<input type="checkbox"/> Assessing technology needs from loaner devices during Spring 2020;
				<input type="checkbox"/> Ordering accessories that may be needed over the summer; and
				<input type="checkbox"/> Conducting prepared maintenance routines to remove malware and fix standard issues including screen, keyboard, or battery replacement.
				<input type="checkbox"/> Identify an asset tracking tool.
<input type="checkbox"/> Identify a vendor to assist with processing, returning, and maintaining devices, if needed.				
<input type="checkbox"/> Develop on-site triage of staff and student devices to minimize the time that staff may be without a device.				
<input type="checkbox"/> Prepare the Infrastructure Evaluation process. Every WiFi access point and wired network device should be tested.				
<input type="checkbox"/> Develop a technology support plan for families.				
<input type="checkbox"/> Where possible, consider implementing live streaming of classrooms for students who are medically vulnerable.				

Budget, Food Service, Enrollment, and Staffing				
Budget, Food Service, Enrollment, and Staffing	Strongly Recommended	<i>While Schools are Closed for In-Person Instruction</i>		
		<input type="checkbox"/> Based on instructional programming, provide instructional resources and materials to staff and students as feasible.	<i>Before Schools Reopen for In-Person Instruction</i>	
			<input type="checkbox"/> Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).	

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Budget, Food Service, Enrollment, and Staffing	Strongly Recommended	<input type="checkbox"/> Work with MDE to understand flexibility with hiring and develop a plan to govern hiring in a remote environment.	<input type="checkbox"/> Support schools in conducting staff and student outreach to understand who is coming back.	
		<input type="checkbox"/> Ensure a plan for nutrition services and student meals is in place, and provide a list of alternative meal options to families.	<input type="checkbox"/> For staff, this should include a breakdown of the staff – administrators, educators, support staff, full-time nurses, part-time nurses, school counselors, etc.	
		<input type="checkbox"/> Solidify food service processes, device distribution, delivery sites, and communication plans as necessary.	<input type="checkbox"/> Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return).	
		<input type="checkbox"/> Define logistical expectations, including attendance expectations and time on schooling by grade level for students and teachers.	<input type="checkbox"/> For students, this should include those with preexisting conditions who may need a remote learning environment.	
			<input type="checkbox"/> Assess need for new or additional positions with a specific focus on student and staff wellness, technology support, and other COVID-19 related needs.	
			<input type="checkbox"/> Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.	
			<input type="checkbox"/> Recruit, interview and hire new staff.	
			<input type="checkbox"/> Consider redeploying underutilized staff to serve core needs.	
			<input type="checkbox"/> Where possible, and in partnership with local bargaining units, identify and modify staff positions, that would enable high-risk staff to provide remote services.	
			<input type="checkbox"/> Communicate any student enrollment or attendance policy changes with school staff and families.	
			<input type="checkbox"/> Provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely .	
			<input type="checkbox"/> Seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).	
			<input type="checkbox"/> Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.	
	<input type="checkbox"/> Inventory how many substitute teachers are available.			
	<input type="checkbox"/> Build and send back to school communications to all relevant stakeholders (i.e., families, school staff) and include updates across all policies and procedures.			
	<input type="checkbox"/> Verify that student and staff handbooks and planners are printed and ready for distribution and/or are available digitally. Create a master list of any changes to distribute at the first staff meeting.			
	<input type="checkbox"/> Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and share with school leaders.			

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Budget, Food Service, Enrollment, and Staffing	Strongly Recommended		<input type="checkbox"/> Engage school leaders in a budgeting exercise to help plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars. <input type="checkbox"/> Work with school leaders to orient new school staff to any operational changes. <input type="checkbox"/> Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind. <input type="checkbox"/> Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.	
	Recommended			<p>Before Schools Reopen for In-Person Instruction</p> <input type="checkbox"/> Support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation). <input type="checkbox"/> Support schools in conducting staff and student outreach to understand who is coming back. <input type="checkbox"/> For staff, this should include a breakdown of the staff – administrators, educators, support staff with a teaching license, support staff without a teaching license, full-time nurses, part-time nurses, school counselors, etc. <input type="checkbox"/> Develop a staffing plan to account for teachers and staff who are not returning or are at risk (i.e., those who are 65 years or have an underlying medical condition and decide not to return). <input type="checkbox"/> For students, this should include those with preexisting conditions who may need a remote learning environment. <input type="checkbox"/> Assess need for new or additional positions with a specific focus on student and staff wellness, but also including technology support. <input type="checkbox"/> Work with relevant local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for. <input type="checkbox"/> Recruit, interview and hire new staff. <input type="checkbox"/> Consider redeploying underutilized staff to serve core needs. <input type="checkbox"/> Where possible, and in partnership with local bargaining units, identify and modify staff positions, that would enable high-risk staff to provide remote services. <input type="checkbox"/> Communicate any student enrollment or attendance policy changes with school leaders, and families.

Category	Requirement	Phase 1-3	Phase 4	Phase 5
Budget, Food Service, Enrollment, and Staffing	Recommended			<input type="checkbox"/> Provide guidance to school leaders for recruiting, interviewing, and hiring staff remotely .
				<input type="checkbox"/> Seek and provide guidance on use of CARES Act funding for key purchases (e.g., cleaning supplies).
				<input type="checkbox"/> Coordinate services with related service providers, in the school and community, to identify and address new student and adult needs.
				<input type="checkbox"/> Inventory how many substitute teachers are available.
				<input type="checkbox"/> Build and send back to school communications to all relevant stakeholders (i.e., parents or guardians, school staff) and include updates across all workflows.
				<input type="checkbox"/> Verify that student and staff handbooks and planners are printed and ready for distribution. Create a master list of any changes to distribute at the first staff meeting.
				<input type="checkbox"/> Consult legal counsel to preemptively address liability questions, related concerns, or vendor issues relative to COVID-19 and socialize with school leaders.
				<input type="checkbox"/> Engage school leaders in a budgeting exercise to help them plan for changing enrollment patterns, new staffing needs, and resource constraints or additional dollars.
				<input type="checkbox"/> Work with school leaders to orient new school staff to any operational changes.
				<input type="checkbox"/> Create master teaching schedules, student and faculty arrival/dismissal schedules, bus schedules, lunch schedules for staff and students, and bell schedules with safety protocols in mind.
<input type="checkbox"/> Collaborate with food service staff to ensure any necessary food handling changes are implemented based on local public health guidance.				

Transportation				
Transportation	Strongly Recommended		Before Schools Reopen for In-Person Instruction	
			<input type="checkbox"/> Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:	<input type="checkbox"/> Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:
			<input type="checkbox"/> How many buses are or could be made available in the district?	<input type="checkbox"/> How many buses are or could be made available in the district?
			<input type="checkbox"/> How much variation is there in the size and maximum capacity of buses in the district?	<input type="checkbox"/> How much variation is there in the size and maximum capacity of buses in the district?
			<input type="checkbox"/> How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)?	<input type="checkbox"/> How have the buses been currently or historically used (i.e., transportation to/from school, transportation for multiple schools, athletic events, food service delivery)?

Category	Requirement	Phase 1-3	Phase 4	Phase 5	
Transportation	Strongly Recommended		<input type="checkbox"/> How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?	<input type="checkbox"/> How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?	
			<input type="checkbox"/> Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).	<input type="checkbox"/> Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).	
			<input type="checkbox"/> Inventory bus drivers to understand the extent of high-risk populations.	<input type="checkbox"/> Inventory bus drivers to understand the extent of high-risk populations.	
			<input type="checkbox"/> Finalize bus procedures for bus drivers and students that are informed by public health protocols.	<input type="checkbox"/> Finalize bus procedures for bus drivers and students that are informed by public health protocols.	
			<input type="checkbox"/> Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.	<input type="checkbox"/> Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.	
			<i>If Schools are Instructed to Close for In-Person Instruction</i>		
			<input type="checkbox"/> Utilize buses to provide food service and delivery of instructional materials where possible.		



Michigan Association of Secondary School Principals

1001 Centennial Way, Suite 100, Lansing, MI 48917

517-327-5315

