MEA CENTER FOR Leadership & Learning
Professional Development Reimagined

AT-A-GLANCE
MI Safe Schools: Michigan's 2020-21 Return to School Roadmap

The MI Safe Schools At-A-Glance was created to provide a quick review of the essential actions and protocols related to the Return to School Roadmap. Additional conditions may apply. For more comprehensive detail, please visit: https://www.michigan.gov/documents/whitmer/MI_Safe_Schools_Roadmap_FINAL_695392_7.pdf

SAFETY PROTOCOLS
Some of the protocols will be REQUIRED or (STRONGLY) RECOMMENDED depending on the reopening phase of the region where your school is located

Protocol	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Personal Protective Equipment - K-5 classroom.				Recommended	Recommended	Normal Operation
Personal Protective Equipment - 6-12 classroom.				Required	Recommended	Normal Operation
Personal Protective Equipment - staff.				Required	Recommended	Normal Operation
Personal Protective Equipment - hallway/common area.				Required	Recommended	Normal Operation
Hygiene - soap/hand sanitizer.				Required	Recommended	Recommended
Spacing, Movement, and Access - 6 feet social distancing/signage.				Recommended	Recommended	Normal Operation
Screening Students and Staff for Virus.				Required	Recommended	Normal Operation
Responding to Positive Tests - contact tracing/health department cooperation.				Required	Recommended	Required
Food Service (Offered), Gathering and Extracurricular Activities - large assemblies prohibited.				Required	Recommended	Normal Operation
Athletics - MHSAA guidelines/spectators limited to 100/outdoor .				Required	Recommended	Normal Operation
Athletics - 50 spectators indoors/250 spectators outdoors.					Recommended	Normal Operation
Cleaning - surfaces/shared equipment.				Required	Recommended	Normal Operation
Busing and Student Transportation - sanitize/face masks required if possible/windows open when possible.				Required	Recommended	Normal Operation
Medically Vulnerable Students and Staff - accommodate conditions.				Recommended	Recommended	Normal Operation

KEY: ■ Required ■ Recommended ■ Normal Operation ■ Not Applicable

MENTAL & SOCIAL-EMOTIONAL HEALTH

While there are NO actions that are REQUIRED by districts in dealing with the mental, social, or emotional health of staff or students, all of the following are (STRONGLY) RECOMMENDED

Protocol	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Implement mental health screenings by professional staff for all students.						
Assign a charge person for all mental health referrals.						
Create a hotline or designated email for stakeholders to address COVID-19 related mental health concerns.						
Identify and list all internal and external mental health resources for staff and students. Update and distribute list regularly.						
Designate a mental health liaison to work between the school, local public health agencies, and community partners.						
Create and distribute a crisis management plan utilizing aforementioned resources.						
Establish guidelines to ID and refer at-risk students, including reporting protocols for staff.						
Communicate with parents regarding COVID-19 - normal human responses to crises, self care strategies, and how to talk to children about it.						
Train all staff on each aspect above.						

KEY: ■ Required ■ Recommended ■ Normal Operation ■ Not Applicable

INSTRUCTION

While there are NO actions that are REQUIRED by districts related to instruction, all of the following are RECOMMENDED OR (STRONGLY) RECOMMENDED

Protocol	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Create a district Return to Instruction and Learning working group.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Ensure that remote learning plans create opportunities for ongoing feedback.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Activate remote learning programs at scale to deliver standards-aligned curricula, high-quality instructional materials, and best practices.	Recommended	Recommended	Recommended	Not Applicable	Not Applicable	Normal Operation
Activate hybrid learning programs at scale to deliver standards-aligned curricula, high-quality instructional materials, and best practices.	Not Applicable	Not Applicable	Not Applicable	Recommended	Not Applicable	Normal Operation
Activate in-person learning programs at scale to deliver standards-aligned curricula, high-quality instructional materials, and best practices.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Recommended	Normal Operation
Assess every student in grades preK-12 during the first few weeks of school.	Recommended	Recommended	Recommended	Not Applicable	Not Applicable	Normal Operation
Inventory all intervention programs and services available to students.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers and commence online intervention and support services. Establish structures for general and special education teachers to collaborate.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Secure supports for students who are transitioning to postsecondary.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Implement any additional communication systems and training needed to reach every family and student.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Provide professional learning and training through virtual modes for educators.	Recommended	Recommended	Recommended	Not Applicable	Not Applicable	Normal Operation
Provide adequate time for schools and educators to engage in curriculum planning, remote learning plans, and PLC's.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Activate plans to monitor and assess connectivity and access, attendance, and student work.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Create a plan for professional learning and training, with goals to offer restorative practice support, digital systems and tools, blended and remote learning.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Determine and activate structures outside of the regular school day to support students.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation

KEY: ■ Required   ■ Recommended   ■ Normal Operation   ■ Not Applicable

OPERATIONS
(Facilities, Budget, Food Service, Enrollment, Staffing, Technology & Transportation)
While there are NO actions that are REQUIRED by districts in dealing with the items listed in Operations, all of the following are (STRONGLY) RECOMMENDED

Protocol	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Take cleaning seriously. Make certain there are sufficient supplies (acquire through LEMP), use CDC School Decision Tree for cleaning protocols, wear masks and respirators, train custodial staff.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Provide school-level guidance for cleaning, including the cleaning of often touched surfaces several times daily.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Maintain buildings in good working order, create plans for non-typical use of buildings (elections, food distribution, etc.)	Recommended	Recommended	Recommended	Not Applicable	Not Applicable	Normal Operation
Evaluate number and size of available classrooms, additional learning spaces available (gym, lunchroom, auditorium), and look for additional facilities that could be used to educate students. Bear ventilation in mind.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Check HVAC systems at each building, change air filters regularly.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Ensure widespread distribution of wastebaskets, tissues, and CDC-approved soap in every classroom, along with signage about frequent handwashing, cough etiquette, and nose blowing.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Leaders should conduct and document a facility walkthrough with custodial services to ensure all locations are student ready.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Audit and adjust school security protocols to conform with CDC guidance.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Procure level-1 facial coverings (transparent front) for pre-K teachers, low-income and special needs students, and others; procure level-1 surgical masks for custodial.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Ensure a plan for feeding students safely.	Recommended	Recommended	Recommended	Recommended	Not Applicable	Normal Operation
Provide plan for recruiting, interviewing, hiring remotely; hire new staff; inventory availability of substitute teachers.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Conduct student and staff outreach to determine who is coming back. Re-evaluate student arrival/dismissal protocols.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Determine remote learning plans for students/staff who are at risk.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Determine need for new/additional positions (wellness, tech support, etc.). Redeploy underutilized personnel.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Communicate policy changes (student enrollment, attendance) to parents/staff; verify student and staff handbooks are ready; create a policy/procedure "change list" for staff.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Maximize use of CARES dollars.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation

KEY: 🟥 **Required** 🟨 **Recommended** 🟩 **Normal Operation** ⬜ **Not Applicable**

OPERATIONS (Continued)
(Facilities, Budget, Food Service, Enrollment, Staffing, Technology & Transportation)
While there are NO actions that are REQUIRED by districts in dealing with the items listed in Operations, all of the following are (STRONGLY) RECOMMENDED

Protocol	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
Work with school leaders to engage in budgeting exercise (enrollment, new needs, additional dollars, etc.)	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Consult legal counsel before implementing plans to ensure minimization of liability concerns, vendor issues, etc.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Work with local bargaining units on all changes to workplace conditions, including the creation/assignment of new positions, redeployment of underutilized staff, modification of positions to allow staff at risk to work remotely, etc.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Survey families regarding technology in the home.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Prepare a tech support plan for families and/or create family tech liaisons.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Develop a district technology plan that includes tech training and support for staff.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Identify a (formal) device/tech support lead for each school.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Designate a person in each building to coordinate with district technology teams; assign process leaders that can be contacted.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Develop district-wide procedures for distribution, tracking, and return of district-owned devices. Plan should include safe bagging and collection of devices, sanitization of devices, ordering new devices, and general maintenance/repair of hardware and software.	Recommended	Recommended	Recommended	Recommended	Recommended	Normal Operation
Evaluate infrastructure (Wi-Fi, etc.); fix problems; develop on-site triage of staff and student devices; ensure staff always have working device.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Where possible, implement live streaming of classrooms to students who are medically vulnerable.	Not Applicable	Not Applicable	Not Applicable	Normal Operation	Recommended	Normal Operation
Inventory transportation capacity (determine if outside contractor still exists, how many buses could be made available, size/capacity of each, current/historic use of buses, number of drivers returning/being trained). Plan to deal with shortages.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Use public health protocols to finalize procedures for bus drivers.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Encourage close collaboration between transportation and special education to ensure IEPs are implemented.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Inventory bus drivers to understand the extent of high-risk populations.	Not Applicable	Not Applicable	Not Applicable	Recommended	Recommended	Normal Operation
Utilize buses to provide food service and instructional material delivery if instructed to close in-person instruction.	Not Applicable	Not Applicable	Not Applicable	Recommended	Normal Operation	Normal Operation

KEY: 🟥 **Required** 🟨 **Recommended** 🟩 **Normal Operation** ⬜ **Not Applicable**