

Series 3000: Operations, Finance, and Property

2 3100 General Operations

~~3120 Head Start COVID-19 Mitigation~~ [Optional] [Note: If the Board elects not to adopt this Policy, delete the body of the policy and replace the title with “Intentionally Left Blank” after the policy number and in the Table of Contents to ensure accurate numbering of subsequent policies in the Policy Manual.]

~~On November 30, 2021, the U.S. Department of Health and Human Services (“DHHS”) issued an interim final rule with comment on Head Start program vaccination and mask requirements (“IFR”). On January 6, 2023, DHHS issued a final rule that rescinded the IFR mask requirement but retained the IFR vaccination requirement (“Final Rule”). The Final Rule also added a COVID-19 mitigation policy requirement.~~

~~A. Policy Duration~~

~~This Policy is effective immediately and will remain in effect for the duration of the IFR and the Final Rule. Notwithstanding anything to the contrary in this Policy, the Superintendent may suspend or revise this Policy (in whole or in part) if, following consultation with the District’s legal counsel, the Superintendent determines that legal authority requires or permits the suspension or revision. The Superintendent must report such suspension or revision to the Board at the next scheduled Board meeting for ratification.~~

~~B. Definitions~~

~~The definitions in this Section apply to this Policy.~~

~~1. “Acceptable Proof of Vaccination Status” means any of the following:~~

- ~~a. CDC COVID-19 vaccination record card (or a legible photo of the card);~~
- ~~b. Documentation of vaccination from a health care provider or electronic health record;~~
- ~~c. State immunization information system record, or~~
- ~~d. If vaccinated outside the U.S., a reasonable equivalent of a document listed in (a)-(c) immediately above.~~

~~2. “Administrator” [Choose Option 1 or 2:]~~

~~[Option 1 (District Is a Head Start Grantee): means the Superintendent or designee; except, if the District delegated responsibility for operating the Head Start program to another entity in whole or in part, “Administrator” means the chief official of that entity or designee to the extent the program is operated by that entity].~~

~~[Option 2 (District Is not a Head Start Grantee, but a Head Start Grantee Delegated Head Start Program Responsibilities to the District): means the Superintendent or designee].~~

- ~~3. “Fully Vaccinated.” A person is “fully vaccinated” 2 weeks after receiving:~~
 - ~~a. an approved COVID-19 vaccine that requires only 1 dose (e.g., Johnson & Johnson), or~~
 - ~~b. the second dose of an approved COVID-19 vaccine that requires 2 doses with at least the minimum recommended interval between doses (e.g., Pfizer or Moderna).~~
- ~~4. “Facility” means a structure, such as a building or modular unit, appropriate for use in operating a Head Start program and used primarily to provide Head Start services, including services to children and their families, or for administrative purposes or other activities necessary to operate a Head Start program.~~
- ~~5. “Head Start Program” means a program funded under the Head Start Act, 42 USC 9831, et seq., including a Head Start, Early Head Start, migrant, seasonal, and tribal program.~~
- ~~6. “Mask” means a face covering that (i) covers one’s mouth, nose, and chin, (ii) stays in place when a person talks and moves, (iii) does not contain vents or exhalation valves, and (iv) is consistent with the CDC’s “Your Guide to Masks” (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>).~~
- ~~7. “Staff” means paid adults who have responsibilities related to children and their families who are enrolled in Head Start programs.~~

~~C. Vaccination~~

~~1. Requirement~~

~~The following Head Start program participants shall be fully vaccinated for COVID-19 before participating in the Head Start program:~~

- ~~a. Staff,~~
- ~~b. Contractors whose activities involve contact with or providing direct services to children and families, and~~
- ~~c. Volunteers in classrooms or working directly with children other than their own.~~

~~2. Exemptions~~

~~This Policy’s vaccination requirement does not apply to those:~~

- ~~a. For whom a vaccine is medically contraindicated,~~

- ~~b. For whom medical necessity requires a delay in vaccination, or~~
- ~~c. Who are legally entitled to an accommodation with regard to the COVID-19 vaccination requirements based on an applicable federal law.~~

~~3. Exemption Requests~~

~~A person requesting an exemption under Section C(2)(a) or (b) shall complete and provide to the Administrator a signed and dated statement explaining the basis for the requested exemption, along with documentation confirming a recognized clinical contraindication to COVID-19 vaccines or medical need for delay. The documentation shall be signed and dated by a licensed practitioner, who is not the person requesting the exemption, and who is acting within the practitioner's respective scope of practice as defined by, and in accordance with, all applicable state and local laws. The documentation must contain all information specifying which of the authorized or approved COVID-19 vaccines are clinically contraindicated for the person to receive and the recognized clinical reasons for the contraindications or the recognized clinical reasons necessitating a delay in vaccination; and a statement by the authenticating practitioner recommending that the person be exempted from this Policy's vaccination requirement based on the recognized clinical contraindications or allowed to delay vaccination.~~

~~The Administrator will consider, in consultation with the District's legal counsel, an accommodation request pursuant to Section C(2)(c) under applicable federal or state law based on a person's disability or sincerely held religious belief, practice, or observance that conflicts with this Policy's vaccination requirement.~~

~~4. Proof of Vaccination Status~~

~~A person subject to this Policy's vaccination requirement shall provide acceptable proof of vaccination status to the Administrator before participating in the Head Start program.~~

~~5. Testing~~

~~A person exempt from this Policy's vaccination requirement shall undergo COVID-19 testing on at least a weekly basis. That person shall promptly provide documentation of each COVID-19 test result to the Administrator.~~

~~6. Exclusion from Facility~~

~~A person with a positive COVID-19 test result shall immediately leave the facility. The person shall not return to the facility without the prior written approval of the Administrator, which approval will not be granted until the person establishes — to the satisfaction of the Administrator — that the person is no longer infectious.~~

~~D. COVID-19 Mitigation~~

~~The Final Rule imposes a COVID-19 mitigation policy requirement on Head Start programs. The mitigation provisions in this Section were developed in consultation with the applicable Health Start program Health Services Advisory Committee to reduce COVID-19 transmission, infection, and severity. The provisions were also developed using DHHS guidance issued on January 6, 2023 (Supplementary Information on Establishing an Evidence-based COVID-19 Mitigation Policy) and objective evidence and findings from public health authorities such as the CDC, the Michigan Department of Health and Human Services (“MDHHS”), and the local health department.~~

~~1. COVID-19 Levels~~

~~The Administrator or designee will monitor COVID-19 levels in the local community using data from sources such as the CDC, MDHHS, and the local health department. Mitigation procedures identified below will apply to the District’s Head Start Programs depending on whether COVID-19 levels are low, medium, or high, as determined by the Administrator or designee.~~

~~At the time of this Policy’s revision date (identified below), the Administrator or designee has determined that COVID-19 levels in the local community are [low/medium/high]. The mitigation procedures for that category will continue to apply until the Administrator or designee announces a category change.~~

~~a. Low: staff, contractors, volunteers, and children may choose to wear masks.~~

~~b. Medium:~~

~~i. Masks are recommended for staff, contractors, volunteers, and children who are at high risk for contracting COVID-19.~~

~~ii. Staff, contractors, volunteers, and children are encouraged to stay at home when sick.~~

~~iii. The Administrator or designee will research potential ventilation improvements and report any improvement recommendations to the Board.~~

~~c. High:~~

~~i. Masks are required for staff, contractors, volunteers, and children two years of age and older when there are two or more people:~~

~~A) On a vehicle owned, leased, or arranged by the Head Start program, and~~

~~B) Indoors in a setting when Head Start services are provided.~~

- ~~ii. Staff, contractors, volunteers, and children are encouraged to stay at home when sick.~~
- ~~iii. If COVID-19 ventilation improvements have not already been made, the Administrator or designee will implement ventilation improvements within Board-approved parameters.~~
- ~~iv. This Section's mask requirement does not apply to the following:~~
 - ~~A) When a person is eating or drinking, and~~
 - ~~B) Children when they are napping.~~

~~The Administrator or designee will consider, in consultation with the District's legal counsel, an accommodation request under applicable federal or state law based on a person's disability or sincerely held religious belief, practice, or observance that conflicts with this Policy's mask requirement.~~

~~2. Communication~~

~~The Administrator or designee will notify applicable Head Start staff, contractors, volunteers, and children of changes in COVID-19 level categories as soon as possible. The communication will identify the rationale for the category change and will refer back to this Policy for applicable mitigation procedures. The communication will be made through email, using emails on file with the District, to staff, contractors, volunteers. Children will be notified through an appropriate medium, as determined by the Administrator or designee, such as through a PA system announcement or classroom postings.~~

~~E. Retention of Exemption Requests and Outcomes~~

~~The Administrator will retain copies of exemption requests, outcomes, and supporting documentation completed or obtained pursuant to this Policy.~~

~~F. Document Confidentiality~~

~~The District will maintain as confidential all medical information in accordance with applicable laws and policies.~~

~~G. Discipline~~

~~An employee or child who fails to comply with this Policy may be subject to discipline. A contractor or volunteer who fails to comply with this Policy may be removed from the facility.~~

~~Legal authority: 45 CFR Part 1302; MCL 380.11a~~

~~Date adopted:~~

~~Date revised:~~