

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

08/08/20

Name of District: Greenville Public Schools

Address of District: 1414 Chase Rd. Greenville, MI 48838

District Code Number: 59070

Web Address of the District: www.gpsjackets.org

Name of Intermediate School District: Montcalm Area Intermediate School District

Name of Authorizing Body (if applicable): N/A

As of 08/08/2020, Greenville Public Schools is in Phase 4 and intends to begin instruction with distance learning from August 19-September 1, 2020. Beginning September 2, 2020, the district intends to begin in-person instruction in all district school buildings. This plan is pending any action taken by State and local agencies that may require the district to implement other options. Parents have the option to request full online instruction through our Legacy Online Learning program in lieu of in-person instruction.

Preparedness Plan Introduction

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

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

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

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

Preparedness Plan

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

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

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

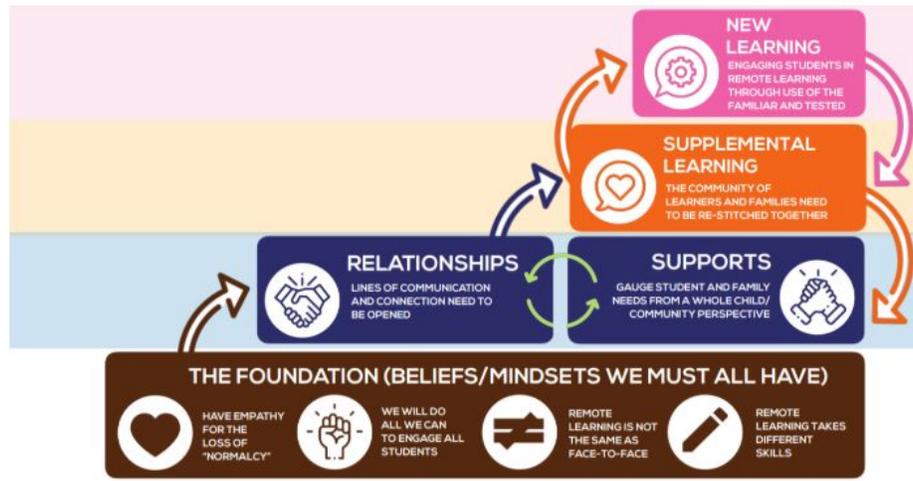
New learning and mastery of Common Core State Standards will be ensured by GPS teachers in systematic and clearly communicated ways for students and families. Google Classroom will be the common district Learning Management System for organization of classroom material, assignments, and assessments. Teachers will be expected to provide direct instruction each school day through use of slideshows, self-made pre-recorded videos, and various forms of live virtual meetings for the whole group, small group, and individual instruction. Zoom Meetings and/or Google Meet (or other virtual modality) sessions will be held at regularly scheduled class time; secondary will remain on the block schedule created for Phase Four return. Teachers will make sure to communicate at the beginning of each week the learning targets, assignments, and assessments through Google Classroom. Professional Learning Communities will use common Google Classrooms, content, delivery, and expectations. PLCs will meet weekly at a minimum, either virtually or in person. An emphasis will be placed on continuing to build relationships and maintain connections. Teachers will also be expected to have virtual office hours throughout the week at regular times so students and/or parents may connect with them for questions, concerns, or simply preserving relationships.

In order to ensure access to instruction for all students, technology and materials must be considered. Materials needed for Phase 1, 2, or 3, are Chromebooks and the internet. All secondary students (grades 6-12) have a district-issued Chromebook and all elementary students (grades pre-k - 5) who need a Chromebook will be provided one. Jetpack hotspots will be distributed to families in need of internet access.

A full online K-12 learning program option, through Greenville Public Schools, will also be available for families at all phases of the Michigan Roadmap.

We recognize and value that all students and families will have various and unique needs

during these trying times. Our first priority will be basic needs, such as food security. Secondly, we will attend to social/emotional health and sustaining relationships. For those who are ready and able to engage in learning, GPS will have opportunities provided. Lastly, for those families who wish for extension and enrichment to stretch student learning, those too will be available. Progressively meeting each family’s hierarchy of needs is imperative to our district and we are committed to helping in every way possible from food to relationships to new learning.



Greenville Public Schools will ensure pupils remain at the center of educational activities through multiple modes of online connectivity communicated by the teacher to students from their school email accounts. We recognize and will plan for safe re-entry of students to traditional learning, meeting every student where they are and providing additional support.

Student Centered	Ensure students feel connected to their school community and the adults they know and trust.
Whole Child	Attend to the physical and emotional health of students.
Equity	Consider the needs of all students .
Academic Excellence	Provide students with meaningful activities that go beyond basic skill practice and include engaging projects/enrichment activities that reinforce critical grade-level standards.
Community Partnership	Provide families with the information and guidance they need to navigate remote learning.
Continuous Learning	Attend to the continuous learning needs of each school community, including teachers.

We, at Greenville Public Schools, understand the importance of relationships as a cornerstone to our educational system. Our first priority is the safety and well-being of our students--both physically and emotionally. We believe it is paramount that teachers maintain

ongoing communication with all their students through various modes. For students who have not responded, not attended virtual meetings, not participated in the Google Classroom content, or are struggling, teachers are to contact their administrator to set into motion next steps which may include, but is not limited to, phone calls home, contacting mental health services, contacting counselors or social workers, etc.

Methods for keeping students at the center of educational activities will also include ongoing academic support for individual students. We understand implementation of this plan may look different for families with varying needs. Here are the recommendations by grade level:

Grade Level	Minimum	Maximum	Sustained Attention Span	Daily Learning Time Can Include															
Pre-K	60 min per day	120 min per day	3-5 min	Early literacy Early numeracy Imaginary play Creative arts, music, and movement Outdoor exploration Exercise fine/gross motor activities															
DK/ Kdg	105 min per day	165 min per day	3-5 min	Reading, Writing, Math Science or Social Studies Content Online work Chinese Immersion Handouts or other learning activities Outdoor play Exercise Art and Music Social-Emotional Learning Career Exploration Teacher Presented Direct Instruction Lessons (pre-recorded or live) Teacher Led Small Group Instruction Remediation lessons and/or group															
1-2	140 min per day	200 min per day	5-10 min																
3-5	180 min per day	240 min per day	10-15 min																
6-8	300 minutes	390 minutes	1 subject or block	<table border="1"> <thead> <tr> <th>Mon</th> <th>Tue</th> <th>Wed</th> <th>Thu</th> <th>Fri</th> </tr> </thead> <tbody> <tr> <td>100 min. Block</td> <td>100 min. Block</td> <td>100 min. Block</td> <td>100 min. Block</td> <td>100 min. Block</td> </tr> <tr> <td>100 min. Block</td> <td>100 min. Block</td> <td>100 min. Block</td> <td>100 min. Block</td> <td>100 min. Block</td> </tr> </tbody> </table>	Mon	Tue	Wed	Thu	Fri	100 min. Block									
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9-12	300 min total	390 min total	1 subject or block	100 min. Block				

Chinese Immersion Learning:

Grade Level	Suggested Daily Minutes	Subject Area Breakdown
K	45	<ul style="list-style-type: none"> 25 minutes ELA (includes science and social studies) 20 minutes math and Chinese Language
1	45	<ul style="list-style-type: none"> 25 minutes ELA (includes science and social studies) 20 minutes math and Chinese Language
2	60	<ul style="list-style-type: none"> 30 minutes ELA (includes science and social studies) 30 minutes math and Chinese Language
3	60	<ul style="list-style-type: none"> 30 minutes ELA (includes science and social studies) 30 minutes math and Chinese Language Science to be included with Friday work each week
4	90	<ul style="list-style-type: none"> 45 minutes ELA (includes social studies) 45 minutes math and Chinese Language (includes science)

5	90	<ul style="list-style-type: none"> • 45 minutes ELA (includes social studies) • 45 minutes math and Chinese Language (includes science)
6	30-60	<ul style="list-style-type: none"> • 30 minutes Chinese Culture, History, and Media • 30 minutes of Chinese Language Arts (if CLA is in students schedule for the current semester)
7	30-60	<ul style="list-style-type: none"> • 30 minutes Chinese Culture, History, and Media • 30 minutes of Chinese Language Arts (if CLA is in students schedule for the current semester)
8	30-45	<ul style="list-style-type: none"> • 30-45 minutes Chinese Language Arts

Teachers will continue to use evidence-based practices and provide meaningful feedback and grades for students. Grading will take place, just as it would in traditional classroom settings for all GPS students.

Elementary	Middle School	High School
<ul style="list-style-type: none"> • Essential Instructional Practices in Early Literacy: Prekindergarten • Essential Instructional Practices in Early Literacy: Grades K to 3 • Essential Instructional Practices in Literacy: Grades 4 to 5 • MIBLISI Big Ideas for early reading 	<ul style="list-style-type: none"> • Essential Practices for Disciplinary Literacy Instruction in the Secondary Classroom: Grades 6 to 12 • Big Ideas for Adolescent Reading 	<ul style="list-style-type: none"> • Essential Practices for Disciplinary Literacy Instruction in the Secondary Classroom: Grades 6 to 12 • Big Ideas for Adolescent Reading • SAT Protocol • Summarization and Vocabulary Development

PLCs should continue to collaborate in order to share a common Google Classroom, including expectations and formative assessments with students. PLCs are encouraged to collaborate, at minimum once a week, look at student data whenever possible and continue the work of developing the four critical questions for PLCs.

This plan ensures accessibility for all students that qualify under Section 504. General education teachers and the 504 coordinator are aware of the accommodations that are written

in each plan, and will ensure access to all online and written materials during this time.

Students who qualify for special education services will continue to receive instruction and services as outlined in their IEP. Individual Contingency Learning Plans (developed last school year) will be revisited, revised, and implemented to continue progress toward the students current IEP goals. Direct instruction and supplementary aids and services will continue to be provided to ensure student access to general education instruction and activities. Group and individual instruction supporting student progress on goals will be provided and providers will continue to track student progress through progress monitoring tools and assessments. Child find and evaluation processes will continue as needed, utilizing remote/virtual procedures and practices.

EL students will receive all services outlined in our district plan and in addition will receive these services as well:

1. All students under 2.9 will have access to both Imagine Learning (language and literacy software) and Lexia access (phonemic awareness, phonics, sight words, reading fluency, and reading comprehension). Bilingual staff from Mid-Michigan Migrant Consortium will call students and share their log-in and password information again as well as ask families what they need from Greenville Public Schools.
2. Mid-Michigan Migrant Consortium is compiling a document for English Learners that includes learning websites organized by grade level clusters and subject matter (including enrichments). Mid-Michigan Migrant will mail the document and call families.
3. Zoom language lessons for students: Mid-Michigan Migrant Staff will orchestrate conducting supplemental Zoom language lessons.

According to the National Association of Education of Young Children, preschool students learn and develop through active, hands-on, "minds-on" play and learning, by connecting new ideas and skills to what they can already do, by exploring and making sense of the world, by interacting with caring adults and through teacher guided learning. The highest impact of learning occurs in a child's natural environment and through play.

Given the above guidance, we can help serve our preschool population best during this time of home based learning by providing families with play based activities that can be done in a child's natural environment. Preschool staff should also maintain ongoing communication with their students and the families of their students to maintain interactions with caring adults. Staff should provide families with an understanding of purposeful play and the objectives that can be met through playing in the natural environment. Areas of focus should include social/emotional growth, problem solving skills, fine motor and gross motor development, language and literacy development and mathematical reasoning.

Professional Development will continue to be provided in relevant, meaningful, ongoing, job-embedded ways for all professional staff. The below training was created specifically for our teachers by a team of our teachers. These links were shared with all GPS Staff on July

15, 2020 and follow-up in-person training will take place on August 17, 2020 for differentiated, tiered levels of support. Technology Leads at each building will ensure staff are competent and confident in the skills needed for using technology to teach and serve--both in person and in distance. Principals are responsible for holding all professional staff accountable to these expectations.

- Google Classroom: <https://bit.ly/gpsgoogleclassroom>
- Using Google Slides to Teach: <https://bit.ly/gpsgoogleslides2teach>
- Creating Videos: <https://bit.ly/gpscreatingvideos>
- Assessment & Feedback: <https://bit.ly/gpsassessmentfeedback>

Video message from Assistant Superintendent, Michelle Blaszczyński:
<https://bit.ly/gpsusingtech2teach>

B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- i) All staff and all students in grades preK-12 when on a school bus.
 - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.
 - v) All students in grades preK - 5th grade, unless social distancing can be accommodated, students remain with their classes throughout the school day and do not come into close contact with students in their class.

Face masks will be required as deemed by the MI Safe Schools Road Map including

- All staff and all students in grades preK-12 when on a school bus.
- All staff and all students in grades preK-12 when in indoor hallways and common areas.
- All staff when in classrooms.
- All students in grades 6 and up when in classrooms.
- All students in grades pre-K -5th grade, unless social distancing can be accommodated, students remain with their classes throughout the school day and do not come into close contact with students in their class.

Greenville Public schools will communicate the expectations for the wearing of face coverings and how to obtain clean face coverings in parent communications, social media, our website, student orientations, and staff orientations.

Facial coverings will be worn by pre-K-12 students, staff and bus drivers during school transportation. Facial coverings may be homemade or disposable level-one grade surgical masks.

Facial coverings will always be worn in hallways and common areas by pre-K-12 students in the building except for during meals.

Disposable facial coverings will be disposed of at the end of the day. Parents will be informed that homemade facial coverings must be washed daily.

All students in grades pre-K-5 must wear facial coverings unless social distancing can be accommodated, students remain with their classes throughout the school day and do not come into close contact with students in another class.

The school district will provide a cloth mask for all staff and students at the beginning of the school year.

Passing times will take place with a limited amount of time in order to encourage all students to go directly to class and not socialize between classes.

Teachers will have clear masks available to them as needed to assure quality instruction for all students in their classrooms.

Meals will be distributed to classrooms at the elementary level and eaten in the classroom.

Meals will be available in the classrooms at the middle school level and classroom teachers will be encouraged to take individual classrooms outside to eat during this time whenever feasible.

Meals will be made available to students at the high school near the cafeteria and students will all be directed to 5-6 different locations in order to assure social distancing during this time.

Tents will be considered for outside use for special classes, meal time and other small group events.

Students and parents will be provided a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school.

Building, grounds, and transportation signage will be prominent throughout all school facilities promoting safety behavior and Protocols for COVID including the use of masks.

Fabric face coverings, face shields and Level 1 surgical masks will be ordered and provided to every staff member and students as needed on a daily basis. **Face coverings for specific services and instances (i.e. speech and language therapy, students with hearing impairments) will be provided to ensure effective access to therapy, service and instruction.**

Individuals (staff or students) who claim medical exemption from wearing a mask will need to provide rationale and complete a mask exemption form along with medical documentation from a physician indicating they can not wear the mask. Exempted individuals will be recorded in a master database. They will also be offered the option to wear a face shield in lieu of a mask. If a student is exempted, they may also be provided a plastic shield around their desk for safety.

Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on.

Students showing patterns of non-compliance will be removed from the school building and placed into online instruction until the student agrees to comply with this safety protocol.

Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continued removals from the school building will result in permanent placement into online instruction with the student being banned from coming to the school site.

Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures.

Visitors entering any school building will be very limited and only in extenuating circumstances while students are in the building. If a guest needs to enter the school building (presenters, substitute teachers, etc) they will be screened and offered a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times.

Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.

In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

In classrooms where large tables are utilized, students will be as far apart as feasible. Sample setups have been provided to administration for support.

Desks will be arranged in the same direction toward the front as much as feasible however social distancing will be the priority.

Teachers will maintain six feet of spacing between themselves and the students as much as possible.

Family members or other guests will not be allowed in the school building while students are in the building and only under extenuating circumstances determined by district and school officials.

Signage will be posted to indicate proper social distancing in the building, including markers at six-foot intervals where line formation is anticipated, such as bathrooms, and offices.

All guests entering the building will be screened for symptoms, required to wear a mask and sanitize hands prior to entering.

Strict records, including contact information, will be kept of non-school employees or other visitors entering and exiting the building.

Staff members will monitor the arrival and dismissal for students to the school to discourage congregating.

When possible, physical education will be held outside and social distancing will be practiced as much as possible.

Floor tape will be used in hallways to direct traffic in controlled directions.

All current health plans will be reviewed in order to accommodate students with special healthcare needs to decrease their risk for exposure to COVID-19.

A survey will be sent to help staff to self-identify as high-risk for severe illness due to COVID-19 and they will be given the option to meet with the Director of HR to learn about options and accommodations available to them.

2. Hygiene

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

The District will procure adequate soap, hand sanitizer, paper towels, tissues and other cleaning supplies as needed. Every classroom will be supplied with supplies such as paper towels, soap, spray bottle, gloves, hand sanitizer, tissues, trash receptacles and disinfectant. These supplies will be checked daily and restocked in the classroom.

Teachers will contact the office immediately if supplies run out during the school day. Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include:

- Hand-washing schedule
- Room and materials cleaning

Teachers, or the school nurse, will teach the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video).

- Proper handwashing on the first day of school and reinforce weekly or more often if needed
- How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash

Proper mitigation strategies, including hand washing and sneezing, will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.

Signage will be posted related to cleaning and hygiene strategies in each room.

Custodial staff will clean restrooms, high traffic areas, and touch points in each building 2 times a day. They will also monitor hygiene supplies and refill as needed.

Sharing of personal items and supplies such as writing utensils will be limited. Personal items will be kept separate in backpacks, cubbies or lockers at the elementary level.

The use of classroom materials will be limited to small groups and will be disinfected between use, or provide adequate supplies to assign for individual student use.

Individual lockers will not be used at the middle school and high school in order to discourage social gathering and to limit the sharing of supplies and materials.

Teachers will reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer throughout the day. Handwashing will be scheduled within the daily routine of the school day.

Hand sanitizing stations will be placed at each main entry point in each building.

3. Cleaning

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

District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

Playground structures will continue to undergo normal routine cleaning.

Staff will be required to wear gloves, surgical masks, and face shields when performing all cleaning activities.

An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.

Cleaning stations will be identified around the building that hold materials for usage.

All classrooms will be provided spray bottles with EPA-approved disinfectant, spray bottles, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.

Teaching staff will wipe down desks with water before meals are served to students.

Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A protocol will be created and kept secure to ensure compliance when custodial substitutes are in the building.

Custodial staff will walk the building wiping all high frequency usage areas midday and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.

All classrooms, including special classrooms i.e. art, music, gym and media centers, will have EPA-approved cleaning supplies stored in the classroom away from students.

The teacher will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.

Classroom teachers will wipe down the students desks every time students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. In grades 6-12 students may assist with wiping down their own desk at the end of each hour.

Safe and correct use and storage of cleaning and disinfection producers, including storing products securely away from children, and with adequate ventilation when staff use products. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.

Training on cleaning materials and protocols will be provided to the staff the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

A drop box will be provided at each building for visitors and parents to drop items off at school without entering the building.

4. Athletics

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

GPS will comply with all guidance published by Michigan High School Athletic Association and the National Federation of State High School Associations, as periodically updated and/or revised.

Completion of the MHSAA health screening questions confirming health and symptom-free status will be required by all coaches, staff, game workers and student-athletes prior to any event (practice or competition). This may be completed in paper or digital form.

Students, teachers and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Hand sanitizer will be available at all athletic and practice locations. Every participant will confirm that they are healthy and without any symptoms prior to any event.

All coaches will be provided with sanitizing wipes to clean/disinfect equipment before and after use. Large sized equipment items will be cleaned each day with the 360 sanitizing spray by the custodial staff.

Inter-school competitions will be held utilizing facial coverings when transportation is provided. Buses will be cleaned and disinfected before and after every use, as detailed in the

transportation section of this document.

Spectators will be allowed in accordance with MHSAA, NFHS and State of Michigan guidelines, as periodically updated and /or revised. Protocols will be put in place for entry and exit points to reduce crowding as well requiring spectators to wear facial coverings and remain 6 feet social distancing between non-household spectators. Social Distancing signage will be in place in order to assure social distancing at all entry and exits of the event locations.

Each participant will use a marked water bottle for individual use. There will be no sharing of equipment. Water jugs, school Gatorade water bottles, and water hydration. Team drinking stations will not be allowed.

Unnecessary contact will not occur and all efforts will be made to enforce social distancing during team activities including handshakes, and fist bumps, high fives and similar contacts. Team huddle will have social distancing and /or participants will wear a face mask.

Indoor weight rooms and physical conditioning are suspended.

Large scale spectator events are suspended and large scale outdoor spectator events will be limited to 100 people with social distancing of 6 feet.

5. Screening

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

GPS will work closely with the local public health department regarding implementing protocols for screening students and staff.

All staff and visitors will be required to do a self-screening as they enter the buildings each day. A QR code which takes the employee to the self screening document to conduct a health safety self assessment can also be done at home prior to coming to work and verifying through a Google form that they are safe to work. Staff will be required to have their temperature taken when they enter the building.

Parents will also be asked to screen their students each morning before sending them to school through the QR code form that provides the self-screening electronically.

Reminder signage will be provided to parents to help assure this is done each day.

Anyone with a temperature of 100.4 or higher will be removed to a quarantine room until they can be re-checked and safely sent home if the high temperature is confirmed.

Each school building will identify a room, to serve as a quarantine area. This room will be outfitted with appropriate PPE and supplies to accommodate the student.

Each building will have an identified and trained staff person to serve as support to the quarantine room. The duties of this person will take precedence over any other responsibilities.

Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified staff caring for these children will wear a surgical mask.

Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.

From the time of identification of potential infection, the student will be supervised and symptoms will continue to be monitored.

Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.

During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.

The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form as well as through Frontline. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.

Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

6. Testing

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

GPS will cooperate with the local health department regarding implementing protocols for screening students and staff. In addition, we will contact and cooperate with the local public health department if a confirmed case of COVID-19 is identified and will collect the contact information for any close contacts for 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.

The local public 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.

Employees with a confirmed case of COVID-19 will only return to work 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.

Cleaning staff will wear surgical masks, gloves, and face shields when performing cleaning of these areas.

Smaller areas such as individual classrooms may be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

Students who develop a fever of 100.4 or higher, or become ill with COVID-19 symptoms at school will be required to wear a mask and will be escorted to the isolation room where the parent will be contacted. Once the parent picks up the student, it will be recommended that they contact the local health department for further instructions and next steps for possible off-site testing.

Staff who develop a fever of 100.4 or higher, or become ill with COVID-19 symptoms at school will be required to wear a mask and will be sent home. They will be encouraged to contact the local health department for further instructions and next steps for possible off-site testing.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, have been released from isolation according to CDC guidelines, or have been released to return to work by a physician.

If a student is experiencing any COVID-19 related symptoms, including those that may look more like a cold, they will still be asked to not attend school until they contact their regular medical provider to get tested for COVID-19.

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

In the event of a lab or clinically diagnosed case of COVID-19, the school will be in immediate contact with the local public health department to begin contact tracing specifically those who spent more than 15 minutes less than six feet in close proximity to the student or staff member. Students and staff will be closely monitored for any symptoms of COVID-19.

All staff and visitors will be required to do a self screening as they enter the buildings each day. A QR code which takes the employee to the self screening document to conduct a health safety self assessment can also be done at home prior to coming to work and verifying through a Google form that they are safe to work.

Parents will also be asked to screen their students each morning before sending them to school through the QR code form that provides the self screening electronically.

7. Busing and Student Transportation

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

Contact will be made to any transportation companies (City of Greenville) that support the district to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School Road Map.

Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.

The district will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.

Every bus will have brace/mounted hand sanitizer at the entrance of each bus and students will be required to use this every time they get on and off the school bus.

Cleaning supplies in compliance with the CDC will be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.

Buses will be cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned. Frequently touched surfaces in the vehicle will be cleaned and disinfected prior to morning routes and prior to afternoon routes.

If students are not allowed to board a bus due to the presence of symptoms, parents will be notified and asked to pick up their student. If a parent can not be contacted a transfer vehicle will be sent to pick up the child and take them home.

If a student becomes sick during the day, they will not be allowed to use school buses to return home.

Buses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs will be maintained and children must not be present when the vehicle is being cleaned.

The bus driver, staff and all students in grades pre-K-12 must wear facial coverings while on the bus. Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.

Communication will be sent out to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless "It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering."

Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.

If a student is not allowed to board the vehicle due to the presence of symptoms, or the lack of a mask, a mask will be given to them or the parent will be contacted to take the student back home. If a parent is not available, the emergency contact number is to be contacted for

support.

If a student becomes sick during the school day, they will not be allowed to use group transportation to return home and must follow protocols from the school . If a bus driver becomes sick during the day, they must follow protocols for sick staff outlined previously.

Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.

Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

Weather permitting, doors and windows will be open between trips and when cleaning the buses to let the vehicle thoroughly air out.

On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

Facial coverings will continue to be required for all staff unless they are unable to tolerate the facial covering due to medical reasons. A mask exemption form will be required with a physician's signature.

Face masks will be required as deemed by the MI Safe Schools Road Map including

- All staff and all students in grades preK-12 when on a school bus.
- All staff and all students in grades preK-12 when in indoor hallways and common areas.
- All staff when in classrooms.
- All students in grades 6 and up when in classrooms.
- All students in grades pre-K - 5th grade, unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Building, grounds, and transportation signage will be prominent throughout all school facilities.

Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on.

Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.

Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times.

Every school will identify and designate a quarantine area and the staff person to care for children who become ill at school. Staff members will be required to wear a surgical mask. Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask until they can be picked up.

Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Every classroom will be supplied with supplies such as paper towels, soap, spray bottle, gloves, hand sanitizer, tissues, trash receptacles and disinfectant)

Teachers will contact the office immediately if supplies run out during the school day. Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include

- Hand-washing schedule
- Room and materials cleaning schedule

The teachers or the school nurse will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video).

- Proper handwashing on the first day of school and reinforce weekly or more often if needed
- How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash

Proper mitigation strategies, including hand washing and sneezing, will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.

The District will procure adequate soap, hand sanitizer, paper towels, tissues and other cleaning supplies as needed

Signage will be posted related to cleaning and hygiene strategies in each room.

Custodial staff will clean restrooms, high traffic areas, and touch points in each building 1 time a day and after any outside activities take place. They will also monitor hygiene supplies and refill as needed.

Teachers will reinforce handwashing with soap and water for at least 20 seconds and/or the

safe use of hand sanitizer throughout the day. Handwashing will be scheduled within the daily routine of the school day.

Hand sanitizing stations will be placed at each main entry point in each building.

District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.

Cleaning stations will be identified around the building that hold materials for usage in different wings.

All classrooms will be provided spray bottles with EPA-approved disinfectant, spray bottles, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.

Teaching staff will wipe down students desks with water before meals are served to students

Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.

Custodial staff will walk the building wiping all high frequency usage areas midday and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.

All classrooms including special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students.

Classroom teachers will wipe down the students desks everytime students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant.

Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.

A training on cleaning materials and protocols will be provided to the staff through a video the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

GPS will cooperate with the local health department regarding implementing protocols for screening students and staff.

Students who develop a fever of 100.4 or higher or become ill with COVID-19 symptoms at school will be required to wear a mask and will be escorted to the isolation room where the parent will be contacted. Once the parent picks up the student, it will be recommended that

they contact the local health department for further instructions and next steps for possible off-site testing.

Staff who develop a fever of 100.4 or higher or become ill with COVID-19 symptoms at school will be required to wear a mask and will be sent home. They will be encouraged to contact the local health department for further instructions and next steps for possible off-site testing.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, have been released from isolation according to CDC guidelines, or have been released to return to work by a physician.

If a student is experiencing any COVID-19 related symptoms, including those that may look more like a cold, they will still be asked to not attend school until they contact their regular medical provider to get tested for COVID-19.

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.

The district will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.

Every bus will have brace/mounted hand sanitizer at the entrance of each bus and students will be required to use this every time they get on and off the school bus.

Cleaning supplies in compliance with the CDC will be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.

Buses will be cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned. Frequently touched surfaces in the vehicle will be cleaned and disinfected prior to morning routes and prior to afternoon routes.

If students are not allowed to board a bus due to the presence of symptoms, parents will be notified and asked to pick up their student. If a parent can not be contacted a transfer vehicle will be sent to pick up the child and take them home.

If a student becomes sick during the day, they will not be allowed to use school buses to return to home.

Buses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs will be maintained

Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.

Communication will be sent out to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to

be transported, unless “It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering.”

Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.

Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.

Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

Weather permitting, doors and windows will be open between trips and when cleaning the buses to let the vehicle thoroughly air out.

On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Spacing will not always be six feet apart between desks. Teachers will not always be able to maintain six feet of spacing between themselves and the students. Our classrooms do not all have windows that can be opened. Specials’ teachers will not always be providing instruction in the regular classroom, students may travel to a specials’ room for instruction. We will not be able to keep 6 feet of distance in our hallways,

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

Spacing will not always be six feet apart between desks in the classroom.
Class sizes will not always be able to be afforded to obtain 6 feet of social distancing, however social distancing will be a priority.
Specials’ teachers will not always be providing instruction in the regular classroom
Students may travel to a specials’ room for instruction.
We will not be able to keep 6 feet of distance in all of our hallways

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:

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

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

Name of District/PSA/Nonpublic Leader Submitting Plan:

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:

Date Submitted to State Superintendent and State Treasurer: