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# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised per Board of Education Action  
08/14/2020

**Name of District:** [Pickford Public Schools](#)

**Address of District:** 333 S. Pleasant St., Pickford MI 49774

**District Code Number:** 17090

**Web Address of the District:** <https://pickford.eupschools.org/Page/1>

**Name of Intermediate School District:** Eastern Upper Peninsula ISD

## 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.

Pickford Public Schools plans to use and expand upon the [PPS Continuity of Learning and COVID-19 Response Plan](#) that was created and approved in April 2020. In Phases 1-3, the school building will be shut down to in-person instruction and the District will adopt a model of instruction using primarily online learning platforms (Accelerate Education delivered in Canvas and/or teacher-developed courses/content delivered through Google Classroom. One-to-one computing with District-issued Chromebooks for all students in grades K-12 will be implemented.

WiFi access is available outside of our school building using the EUP Community network. Our Eastern Upper Peninsula Intermediate School District has also deployed several WiFi hotspots throughout the District at area township halls, community centers, and religious organizations this past spring. Additionally, hotspots were deployed by the District to homes where internet connectivity was not readily accessible. Students may alternatively choose to access instructional materials through a bi-weekly instructional packet that will be mailed to their home address. Basic school supplies (e.g. pencils, paper, crayons, markers, and highlighters,) will be made available to families that do not have them. All students will have access to grade level textbooks, workbooks, and resources as needed to complete their work.

To ensure minimum basic school operations, all office staff will perform essential duties 8:00am-3:00pm following the published District calendar. These basic duties include being available by phone, email, and website; administering social media platform updates; and providing assistance to parents, students, teachers, and administrators for basic school operations. Teaching staff will be allowed to enter the building to prepare lessons and make copies of necessary instructional packet materials. Staff entering the building must follow guidelines for checking in, taking and recording their temperature, sanitizing areas after they use them, and ensuring all procedures are followed and documented. Teachers will be expected to make regular daily contact with students and have two-way communication. This may be done through the use of technology or through phone calls. Teachers will update grades at least once per week. Teachers will evaluate student work and provide feedback on that work resulting in a **letter grade (6-12) or a standards-based grade (K-5)**. Secondary teachers may require exams to be proctored virtually, at their discretion, to ensure authenticity of student work. If a student is unable to attend class, due to illness, a parent will be required to notify the attendance office. Pre-arranged absences are still available through the attendance office. Assignments may be turned in virtually, or in the case of packets, may be returned via hand delivery to the designated drop-off location each week. Grade span specific requirements will be developed in partnership with teaching staff for student contacts, student attendance, and student log-ins. Paraprofessional staff will be assigned to login to specific classes and support specific students and groups of students.

Unless a student does not have internet access and has opted out of online learning, teachers will use the online instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which

students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (31N Coordinator, DHHS, ISD supports etc.)

The District will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, 31N Coordinator, ISD supports) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

All food service staff, and reassigned non-instructional staff, will report to the kitchen for their assigned shifts. Staff must complete a pre-shift symptom questionnaire and their temperature will be taken upon arrival to shift.

- Staff will be required to wear face masks (face shields may be worn in addition to, but not as a replacement for, face masks).
- PPE will be worn at all times (hair covering, gloves, apron).
- Kitchen area and common touch points will be sanitized at the start of shift and at least once every 90 minutes (more frequently as needed).
- Families will be asked to pre-order meals ahead of time requesting breakfast, lunch, or both. Student name and lunch number will need to be provided.
- Pickup/drop off of meals will occur one day each week to provide M-F meals.
- Pick up will take place at the rear entrance of the multi-purpose room.
- Families will not be allowed to exit their vehicles at time of pick up. Meals will be placed in the back of the family's vehicle by a food service staff member.
- At time of pick up a food service staff member will ask for names of students and verify correct accounts.
- Students with documented special dietary needs who request meals will be able to receive appropriate meals.
- Buses will drop meals off at the end of the driveway. A person must be visible for drop off.
- **Meals will be charged to the student's account on the day of pick-up at their approved rate (free, reduced, or paid).**

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 kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Note: Executive Order 2020-153 requires masks in all indoor, public places. Per District legal counsel guidance, at this time, public schools are subject to this executive order, except as otherwise provided in Executive Order 2020-142. Students would be able to remove masks only during lunch while seated six feet apart in the lunchroom or while socially distant and participating in an outside physical education course.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all District to parent communications, all handbooks, all student orientations, and all staff orientations. (Aug. 15 - Aug. 30)
- Students and parents will be required to watch 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 on August 31st.
- Building, grounds, and transportation signage will be prominently displayed throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 24 )
- Disposable face coverings will be ordered and provided to every student on a daily basis and disposed of at the end of each day. These disposal face coverings will be placed on busses and in the classrooms every evening by the custodial and transportation staff.
- All K-12 students are required to wear a mask that covers their mouth and nose during school transportation and continuing for the duration of the school day. The only exceptions to this are (1) when they are eating breakfast and lunch at prescribed meal times, (2) when cohorted in K-5 classrooms and observing safe proximity practices, (3) when a medical exemption is claimed in accordance with the procedure below, or (4) when a student is incapacitated or unable to remove his or her own mask. Medical documentation for a face mask exemption must come from a medical professional.
- Fabric reusable face coverings will be ordered and provided to every staff member. Fabric and clear face coverings will be provided to at least K-5 teaching and support staff with the requirement to wear the clear mask during instruction. Any other teacher or staff member, at any other grade level, may also request a clear face covering if they so choose.
- Staff member fabric reusable face coverings will be washed daily by all teaching and support staff (Daily beginning on the first day of staff reporting).
- Individuals (staff or students) who claim medical exemption will need to meet with the District administrative team to provide rationale and documentation. (Begins Aug. 17 and continues throughout the school year)
- Exempted individuals will be recorded in a master database and issued a laminated exemption card indicating their exemption.
- K-5 students will be required to wear a face covering on the bus but will not be required to wear a face covering once they have had their temperature taken and are situated in the classroom unless the classroom activity places them in safe, close proximity to other students. If K-5 students come into close contact (i.e., less than 6 feet apart for more than 15 minutes) with students in another class, they must wear a face covering.
- Students who are in need of a face covering will be provided a face covering by a school staff member. The wearing of face coverings will be added to the District PBIS (Positive Behavior Intervention Support) matrix. School staff will define, teach, and prompt the wearing of face coverings within their predictable school routine. Re-teaching will occur daily until predictable school routines are established.
- Students requiring special considerations (504 plans, IEPs, health care plans) regarding failure to wear a face covering will be referred to their specific case manager for the development of additional interventions.

- School staff will acknowledge those wearing face coverings using the positive reinforcement designated in the District PBIS plan.
- Approved 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. Instances of non-compliance will result in the guest being escorted from the building by the 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.

## 2. **Hygiene**

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

- Every classroom will be supplied with a fixed or portable handwashing station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) 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 (i.e., handwashing with soap and water every 2-3 hours)
  - Room and materials cleaning schedule
- Teachers will teach the following expectations to students on the first day of school and reinforce weekly or more often as needed following the PBIS expectations teaching schedule (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
  - appropriate social distancing measures
- 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.
- Hand Sanitizer will be stationed in several places throughout the building. These include:
  - All main entrances
  - All offices
  - All classrooms
  - All locations to enter and exit the cafeteria
  - All bathrooms
  - All buses
- Students will use hand sanitizer or wash their hands prior to leaving one classroom and entering another.
- Custodial staff will
  - Procure adequate soap, hand sanitizer, paper towels, tissues (by August 24)
  - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
  - Monitor hygiene supplies and refill as needed three times daily
  - Wipe down door handles, desks, and commonly touched surfaces on a regular cleaning schedule throughout the day
  - Sanitize the school nightly. All commonly located surfaces will undergo electrostatic cleaning.

- Sharing school supplies will be limited, and each student will have their own supply box for materials during regular classroom instruction and their own baggie of materials/supplies during “specials” classes.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

### 3. Cleaning

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

District administrators and contracted custodial/maintenance vendor & staff will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations portion of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made by the contracted vendor to address increased cleaning protocols. The building custodial team and administrators will tour the 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.

Pickford Public Schools in conjunction with school staff and contracted custodial support will ensure that shared materials are cleaned after each class, including technology and other hands-on class materials. Frequent touch points will be cleaned as per guidelines (i.e., every 4 hours) and include door handles, bathroom fixtures, light switches, and benches. Student desks will be wiped down every class period by students who were seated in that desk with an EPA-approved disinfectant and paper towel. At the elementary level, this will occur every time students exit the room, and at the MS/HS level, after every class period. Locked areas with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant, paper towel, and gloves readily available. Training on cleaning materials and protocols will be provided to the staff during one of the DPPD days held prior to the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials. For instance, staff must wear gloves, surgical mask, and face shield when performing cleaning activities.

- Frequently Touched Surfaces will be cleaned hourly. These include:
  - Door handles, counters, copy machines and common phones
  - Water filling stations
  - All doors used to enter and exit the building
- Busses
  - Busses will be sanitized between drop off and pick up.
  - A deep clean will be performed nightly.
- Cafeteria
  - Common touch points will be wiped down between each lunch.
  - Tables will be cleaned before and between each lunch.
  - A deep clean will be performed nightly.
- Classrooms
  - Students will disinfect their desk prior to exiting the classroom.
  - Each teacher or their designee will wipe down doorknobs prior to the start of every class period.

Electrostatic cleaning will occur each evening in every classroom and all common areas.



4.

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

Pickford Public Schools will ensure compliance with all guidance published by the MHSAA for athletics in Phase 4. This will include:

- Students and coaches will utilize proper handwashing techniques before and after each practice.
- Students will confirm they are healthy and symptom free before each practice or competition.
- Coaches will record temperatures of student athletes before practice begins.
- Weight rooms will not be in operation.
- Equipment will be disinfected before and after use.
- Each participant will have their own water bottle.
- When traveling to competition, facemasks are required on the bus. Additionally, temperatures will be recorded and symptom screeners will be completed by/for each athlete.
- Handshakes, first bumps, and other unnecessary contact must not occur.
- Large scale indoor competition is suspended.
  - Competition is limited to students, coaches, and other essential personnel.
- Large scale outdoor competition will be limited to 100 spectators.
  - People not part of the same household must remain 6 ft apart.

5. **Screening**

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

- A copy of our screening and exposure plan will be submitted to the Chippewa County and LMAS District Health Departments. This plan will be reviewed monthly with the Health Departments along with the status of any referrals from the prior month, positive cases, contact tracing, and possible exposure sites.
- We will identify a remote and secluded room at each end of the building, no smaller than 100 square feet, to serve as an isolation area. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, log sheets, and video surveillance.
- Each end of the building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will be provided a surgical mask, have a parent or guardian contacted, and remain in the designated room until their parent/guardian can transport them home/to a designated testing location. The student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at regular intervals until the student is safely removed from the building.
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- 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.
- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- 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 AESOP. Human Resources staff 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.
- Self-check for symptoms will include:
  - No fever
  - No shortness of breath
  - No sore throat
  - No cough
  - No loss of taste or smell
  - Temperature below 100.4

## 6. **Testing**

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

Pickford Public Schools will communicate with the Chippewa County and LMAS District Health Departments frequently and closely monitor the health department publications regarding positive cases, contact tracing, and possible exposure sites.

- Negative and positive test cases (without personally identifying information) will be communicated to District stakeholders.
- Students who exhibit symptoms:
  - Will be transported by their parent to War Memorial Hospital or other providers for off-site testing
  - Will remain home for ten school days, or if a person wishes to return sooner than the ten days they would need to have two negative tests in a row 24 hours apart and be symptom free
- Staff who exhibit symptoms:
  - Will be transported to War Memorial Hospital or other providers for off-site testing
  - Will remain home for ten school days, or if a person wishes to return sooner than the ten days they would need to have two negative tests in a row 24 hours apart and be symptom free
- In the event of a positive test, the Chippewa County and LMAS District Health Departments will be contacted and provided information including:
  - Seating charts
  - Lunch contact
  - Bussing information
  - Other possible persons known to have been within six feet for greater than 15 minutes
- If a positive test is returned to the school, we will engage in deep cleaning protocols per health department and CDC guidelines.

## 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).

- A weekly meeting will be held with District transportation supervisors to review the criteria required for Phases 4 and 5 and discuss concerns or issues arising.
- 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 number of buses that may be on the road will be assessed and re-evaluate weekly based on student participation rates.
- Busses will be properly cleaned, using an EPA-approved cleaner, after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of 90 days.
- 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. All students, unless medically exempt, will wear a mask for the duration of their bus ride.
- Students will use hand sanitizer upon boarding the bus.
- All students will be placed in assigned seats (preferably by household).
- Communication will be sent out weekly to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students must wear it in order to be transported, unless student claims a medical exemption in accordance with required protocol and provides documentation from a medical professional, or unless "It is determined on a case by case basis with local health officials 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. The contents of those medical reasons will not be disclosed to unauthorized persons or disseminated publicly.
- 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.
- If a student becomes sick during the day, their parent/guardian will be contacted to pick them up. If a parent/guardian is unable to transport an emergency contact will be called. A student exhibiting signs of illness will not be transported using District transportation.

**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.**

Pickford Public Schools will adhere to all "highly recommended" and "recommended" protocols outlined in the Return to School Roadmap under Phase 5 in the following areas:

1. Personal Protective Equipment, except as described below
2. Hygiene
3. Spacing, Movement, and Access
4. Screening
5. Testing
6. Responding to Positive Tests
7. Food Service, Gathering, and Extracurricular Activities
8. Athletics
9. Cleaning

- 10. Transportation
- 11. Mental & Social-Emotional Health
- 12. Instruction
- 13. Operations

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*.

Pickford Public Schools will adhere to all “highly recommended” and “recommended” protocols as prompted above from the Return to School Roadmap under Phase 5 .

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*.

Pickford Public Schools will adhere to all “highly recommended” and “recommended” protocols as prompted above from the Return to School Roadmap under Phase 5 to begin the 2020-2021 school year. **Based on recommendations from the District Preparedness and Response Team** (consisting of a member of the board of education; the superintendent; representation from the Return to School workgroup -- including teaching staff and support staff; and a member of both of the local bargaining units) that will meet at least bi-weekly to review the most recent data and consultation from the local health departments, **the facial covering protocols for classroom use by students in grades 6-12 and staff in grades K-12 may be changed from “required” to “strongly recommended” status.** In the event of a change from “required” to “strongly recommended”, facial coverings will still be expected to be worn by K-12 staff and 6-12 students in hallways, in common areas, during passing time, or at any point in the classroom where appropriate social distancing from students or other staff members is not feasible.

At the point that a student in grades K-12 or any staff member is confirmed positive for COVID-19 with a diagnostic test (nose/throat swab), the District immediately will revert to Phase 4-required facial covering protocols for staff in grades K-12 and students in grades 6-12 in the classroom. The District will promptly provide written notice of such change to staff, students, and parents.

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**.

Pickford Public Schools will adhere to all highly recommended protocols as prompted above from the Return to School Roadmap under Phase 4. It may not, however, be physically feasible for the District to space desks six feet apart in classrooms.

## Final Steps for Submission

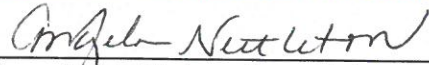
*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before 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:** 8/13/2020

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

<https://pickford.eupschools.org/site/handlers/filedownload.ashx?moduleinstanceid=1624&dataid=6905&FileName=August%2013%202020%20SPECIAL%20Meeting%20Minutes.pdf>

\_\_\_\_\_  
Lorri Brown, Board President

  
\_\_\_\_\_  
Angela Nettleton, Superintendent

**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:** [Angela Nettleton, Superintendent](#)

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

**Date Submitted to State Superintendent and State Treasurer:**