

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Name of District: Croswell-Lexington Community Schools

Address of District: 5407 E. Peck Rd., Croswell, MI 48422

District Code Number: 76080

Web Address of the District: www.croslex.org

Name of Intermediate School District: Sanilac

Name of Authorizing Body (if applicable):

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, 3,(at home) 4,5,6 (allowed to be at school)** of the *Michigan Safe Start Plan*.
 - ❑ 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.

Governance:

Our district’s Return to Instruction and Learning work group consisted of the following:

- Superintendent
- Curriculum Director
- Chief Financial Officer
- Technology Director
- Building Principals and Assistant Principals
- Transportation Director
- Food Service Director
- Teacher representatives from our different buildings and grade levels
- Teacher Union representative
- Board of Education representatives
- Parent representatives

Our groups have been meeting virtually *via* Zoom. Subgroups were formed to address specific areas of the plan and will meet as determined through our process.

In May/June 2020, our district asked district staff and parent stakeholders to provide feedback regarding their experience with online learning through online surveys and the results were shared/discussed in our Return to School Committee to help plan going forward.

The final Preparedness Plan will be posted on the district’s website, and related sections will be included as a supplement to the student and staff handbooks. In the Welcome Back Meetings for staff in August, our district administration will cover the supplemental information in detail and answer questions related to the plan to ensure clarity of expectations and execution. Building administration and teachers will engage students and families to explain the Preparedness Plan to ensure students and families understand learning expectations and participation in the models offered by the district and also understand the learning expectations in the event we return to remote in any form or fashion.

Students will receive rigorous instruction, academic support as needed, and receive progress reports and report cards as usual. The district will provide two learning options for students in the 2020-21 school year:

1. Croswell-Lexington teachers in traditional grades K-12 will be utilizing the Brightspace learning platform. This platform will be embedded with all of the same state core content learning materials that we have previously used for instruction in the 2019-20 school year (reading, writing, math, science, social studies, specials). Teachers will post assignments, instructional videos, and assignments from many of the same resources that many of our students are accustomed to. Students will log in to Brightspace through a single sign in, making it easy for students and families to access all of their learning materials in one place. Special education teachers will also continue to meet with their caseload students for implementation of their IEPs, support for learning. Students will have continuity of instruction across all phases 1-6, whether in face-to-face instruction at phases 4-6 or from home in phases 1-3, depending on our circumstances and our state's guidance. Implementation of Section 504 plans will continue.
2. Croswell-Lexington teachers will receive additional Brightspace training in the work days prior to the beginning of the school year to build their class sites and learn the components of Brightspace. This learning platform will also be used for remote instruction if we move back to phases 1-3. Teachers will continue to receive Brightspace training on early release days throughout the school year.
3. For families of students in grades K-12 who choose a 100% virtual option for their children this year rather than returning to face-to-face school at all, the district will provide an online instruction company, that would provide live and recorded instruction, taught by Croswell-Lexington teachers whenever possible, or by the certified teachers provided by the online program. This program will provide instruction in the content areas (English Language Arts, math, science, social studies, electives and world languages (8th grade and high school only). Students will work online, with scheduled meetings, live with a teacher, two or more times weekly to provide support, assess progress, and set learning goals. Families will be provided with the online provider contact information to answer any questions that may arise. Families of students in K-12 who are making the choice for their student(s) to be 100% online this year must make the commitment by August 12. The commitment for 100% online learning is by semester and any changes back to the classroom must be made before the start of the second semester. The deadline for second semester scheduling (online or in-person) is Friday, December 18, 2020.
4. In both learning options, instruction will continue to be aligned with grade level content standards and courses.
5. In both learning options, students will be monitored for required attendance, participation, and assignment completion.
6. Progress reports and report cards will be given throughout the school year as in previous years.
7. 100% online students will be provided with a district device to access their online programming.

8. If face-to-face students are moved to Phases 1-3, they may receive a district device to access all content within Brightspace from home (upon request).
9. The district has installed additional hotspots that push reliable connectivity out into the parking lots of each district school building and will inform parents of the availability of the hotspots, to support student access to internet connectivity.

Please describe the methods the district will use to keep pupils at the center of educational activities in Phases 1-3, including outreach to continue building relationships and maintain connections, and to help pupils feel safe and valued.

District and Building Implementation Plan:

If state guidelines move from any phase 4-6 to any phase 1-3:

10. 100% online students will continue with their 100% online instruction and traditional students will begin to work online from home through Brightspace, with live and recorded instruction and learning activities from their teachers.
 11. To continue instruction and monitor student participation, traditional classroom teachers will make regular contacts each week with students/families to both provide academic support and to maintain social/emotional connections with their students. Special education teachers will also continue to make regular contacts with their caseload students and document all contacts for implementation of the IEP, support for assignments, and social/emotional support on a district provided contact log.
 12. All teachers will have a district provided online document which includes specific guidance for frequency and purpose of regular student/family contacts. The purpose of the contact document will be to provide evidence of the frequency and type of support and instruction, provide social/emotional support and maintain teacher/student relationships through two-way contact for the duration of the remote learning time. Teachers will make contact with parents via phone, text, email, video conferencing, or in rare cases through regular mail. Teachers will electronically submit their contact logs to the Principals/Curriculum Director. The contact logs will be maintained by the district.
 13. All district teachers have a district provided device. Teachers who do not have internet at home will be offered a hotspot and/or will work from their individual classrooms if no stay-at-home order is in place. Any building entry will require sign up times to ensure social distancing so that they can work/plan to interact online with other teachers and interact online with students for instruction.
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14. Pioneer High School students will continue using the Edgenuity 100% virtual program for instruction. This program will provide instruction in the content areas (English, math, science, social studies, world language, and electives). Students will work online remotely, meeting at least once per week with a mentor teacher, and will be available

to assist students. The mentor teacher will monitor academic progress each semester, with report cards given at the end of each semester.

- 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:

Please describe how you would implement the requirements and recommendations for **Personal Protective Equipment. (Return to School Roadmap p.22)**

District and Building Implementation Plan:

- The expectations for the wearing of face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.
- All staff and all students in grades preK-12 will wear a mask when on a school bus.
- All staff and all students in grades preK-12 will wear a mask when in indoor hallways and common areas.
- All staff when in all common areas and classrooms will wear a mask, as per current state guidelines.
- All students in grades 5 and up will wear a mask when in classrooms, as per current state guidelines.
- All students in grades kindergarten through grade 4 will wear a mask unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
- Students and parents will be required to review safety protocols on the expectations and wearing of face coverings. Students and parents will sign-off on their awareness of these policies.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face covering in each designated area of the building, grounds, or bus.
- Students and staff may wear their own masks. Disposable face coverings will be ordered and provided to students and staff members as needed.
- Fabric and clear face coverings will be provided to preK-4 teachers with the requirement to wear the clear mask during instruction. Any other teacher at any grade level may also request a clear face covering if they so choose.
- Individuals (staff or students) who claim medical exemption will provide their administrator or supervisor with doctor documentation (continues throughout the school year).
- Exempted individuals will be recorded in a master database.
- PreK-4 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close proximity to other students.
- 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 aide, etc.)

and asked to put the face covering on. The instance will be documented as a log entry in Skyward.

- ❑ Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continued noncompliance will be addressed according to the student code of conduct in the student handbook.
- ❑ 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.
- ❑ Guests to the school building (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.

Please describe how you would implement the requirements and recommendations for **Hygiene. (Return to School Roadmap p. 22-23)**

District and Building Implementation Plan:

- ❑ Every classroom will be supplied with hand cleansing supplies.
- ❑ Each building will post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways.
- ❑ Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily during the school day and restocked in the classrooms.
- ❑ 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. Teachers will instruct students in proper handwashing techniques. The district will communicate hygiene practices via classroom signs, bulletin boards, and videos.
- ❑ Teachers will teach the following to students on the first day of school and reinforce weekly or more often as needed (this may be done repeatedly via video):
 - ❑ Proper hand washing 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, and electronic district wide communications. Parents and caregivers will be asked to review and reinforce with their students.
- ❑ Sharing school supplies will be limited, and each student will have their own supply box/bag for materials (a list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course).

Please describe how you would implement the requirements and recommendations for **Spacing, Movement, and Access.** (Return to School Roadmap p. 23-24)

District And Building Implementation Plan:

- Building/facility leaders will determine what furniture or supplies can be removed from the building or what alternate furniture can be used to create the greatest physical distance within the classrooms.
- Hallways, cafeteria, entry, and sidewalks will be marked in 6-foot increments.
- Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance requirement.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the district and school officials.
- All permitted guests will comply with/respond to the screening protocol for symptoms, use hand sanitizer, and enter wearing a mask. Strict records, including date and time, will be kept in the school offices of all visitors/times entering and exiting the building.
- Windows will be open as appropriate.
- PE classes will be outdoors as much as possible.
- Band classes will be outdoors as much as possible.
- Efforts will be made to maintain 6 feet of distancing in hallways.

Please describe how you would implement the requirements and recommendations for **Cleaning.** (Return to School Roadmap p. 27)

District and Building Implementation Plan:

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

note the time and date and initials on a chart that is kept daily.

- ❑ All 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 of record for the area will wipe down all frequently used materials at the end of each class with an EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- ❑ A training on cleaning materials and protocols will be provided to all staff before the school year begins. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

Please describe how you would implement the requirements and recommendations for **Food Service, Gathering, and Extracurricular Activities. (Return to School Roadmap p. 26)**

District and Building Implementation Plan:

- ❑ At this time no indoor assemblies will be held at the elementary and secondary buildings. All presentations that are needed will be done remotely through computers in the classrooms or by staff entering the room to share the needed information.
- ❑ At the elementary buildings a schedule will be put together that allows no more than three classrooms on a playground for recess at a time. Teachers and aides will move around the playground separating groups of more than 10 students. Students will use hand sanitizer before entering the building.
- ❑ All elementary students will be served lunch in their rooms. Food Service staff will drop off bag/box lunches and disposable utensils, on a cart to the classroom 15 minutes prior to the designated lunch time.
- ❑ Elementary lunch workers will support the classrooms through the meal time supervising students.
- ❑ At the secondary level, lunches will accommodate smaller student groups that will practice social distancing. Areas will be marked to keep students 6 feet apart. Trash cans will be placed around the area to support disposal. All students will wear masks into the cafeteria/expanded eating space areas and can remove them when eating, then put them back on when eating is completed.
- ❑ 100% online students will be provided with food distributions as required by state and federal law.
- ❑ Markings will be put on the floor in secondary schools to designate six foot distancing between students while waiting in line in the lunchroom and at office entrances.
- ❑ All cafeteria workers will be expected to wear masks, face shields and gloves when dealing with food items. They will all be expected to wash their hands before and after all food service according to CDC guidance. Visual guidance will be in the kitchen and by every sink to encourage the correct procedure for hand washing.
- ❑ All field trips are suspended at this time. This will be reviewed when the state moves to Phase 5 or above.
- ❑ All extracurricular activities will require face masking. School dances and events over 50 students will be temporarily discontinued and will be evaluated as the state moves to Phase 5 or above. All social distancing requirements will be in place so events will be outside or in large ventilated areas.

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

We will follow all *guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS)*. Link [HERE](#) for updates

Please describe how you would implement the requirements and recommendations for **Screening Students and Staff**. (**Return to School Roadmap p. 24**)

District and Building Implementation Plan:

- ❑ A copy of our screening and exposure plan will be submitted to the County Health Department.
- ❑ Each school building will identify a remote and secluded room, 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, log sheets.
- ❑ Each building will have an identified and trained staff person to monitor the isolation area. These duties will take precedence over any other responsibilities.
- ❑ From the time of identification of COVID symptoms or of potential infection, the student will not be left unattended and a log sheet will be completed until the student or staff member is safely removed from the building.
- ❑ Parent communication will be made immediately with clear and concise directions on where they can go for COVID testing.
- ❑ 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 for COVID symptoms at home prior to coming to work and verify through a Google form that they are safe to work.
- ❑ Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through a Google form. 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 minimum of ten days out of school or until the receipt of medical clearance documentation, according to current state guidelines. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

Please describe how you would implement the requirements and recommendations for **Testing Protocols for Students and Staff, and Responding to Positive Cases. (Return to School Roadmap p. 25)**

District and Building Implementation Plan:

- The district will follow the guidance of the Sanilac Health Department and participate in contact tracing protocols in the event of a clinically diagnosed case of COVID-19. Immediate efforts will be made to contact others who may have been impacted.
- Each building administrator will identify and designate a quarantine area and a staff member to care for students who become ill at school.
- Symptomatic students and staff sent home from school must be at home until they have tested negative or have completely recovered according to CDC guidelines with medical documentation in order to return to school, with evidence of negative test results or doctor documentation of clearance to return.
- We will follow local health department guidelines if/when any student or staff member tests positive for COVID-19.

Please describe how you would implement the requirements and recommendations for **Busing and Student Transportation. (Return to School Roadmap p. 28)**

District and Building Implementation Plan:

- Professional development will be given to 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. Cleaning supplies in compliance with the CDC will be utilized in the cleaning of the buses between routes and the wiping down of frequent areas of contact.
- Hand sanitizer will be placed on all buses for all students to use as they enter the bus.
- Communications will be made to all families to inform them that it is mandatory for all students to wear a face mask in order to be transported, unless there is a medical exception, and will use hand sanitizer as they board the bus. Bus drivers will be made aware and given direction regarding the safety plans for any students who will not be wearing a face mask for medical reasons.
- Bus drivers, weather permitting, should keep windows open on the bus both in route and when stopped.
- Students who become sick during the school day will not ride the bus home and must be picked up by a parent/guardian/emergency release from school.

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: Daniel Gilbertson

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

Date Submitted to State Superintendent and State Treasurer: