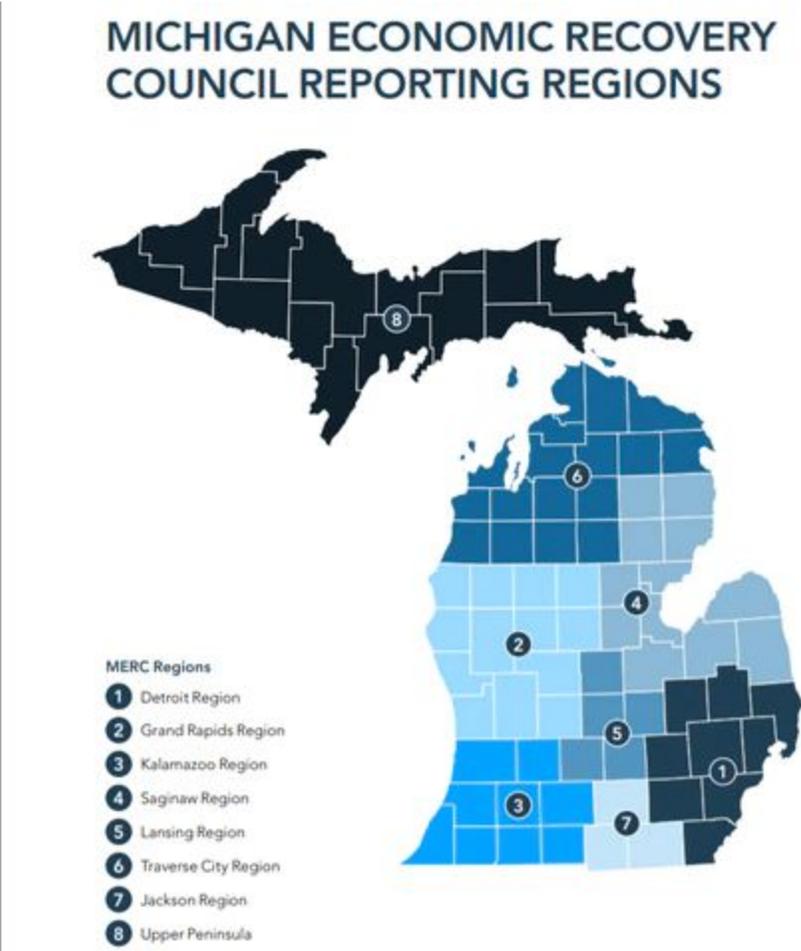




Understanding the Michigan Economic Recovery Council (MERC) Reporting Regions

The State of Michigan has been divided into eight (8) reporting regions by the Michigan Economic Recovery Council. These regions are used by the Council to track the intensity and evolution of COVID-19 across the state and region. This allows for decisions about reopening to be made at a regional level while assessing risk factors and health care capacity within the region. Understanding the MERC region that a school district belongs to is one factor that is important to understand in determining the district’s return to school plan that it will follow. All schools within Mason County belong to the Grand Rapids MERC Region (Region 2). The map that outlines each MERC Reporting Region throughout the State is provided below:





Understanding the Phases of the MI Safe Start Plan

In Governor Whitmer's MI Safe Start Plan, regions of the state are evaluated across six phases. State officials and health experts closely monitor data in alignment with the following three questions:

- Is the epidemic growing, flattening, or declining?
- Does our health system have the capacity to address current needs? Can it cope with a potential surge of new cases?
- Are our testing and tracing efforts sufficient to monitor the epidemic and control its spread?

This data is then used to assign each region of the state to one of the six phases, as outlined below:

- 1. Uncontrolled growth:** Increasing the number of new cases every day, likely to overwhelm the health system. Only critical infrastructure remains open. In-person instruction in schools is not allowed; schools must operate via remote learning.
- 2. Persistent spread:** Continue to see high case levels with concern about health system capacity. Only critical infrastructure remains open, with lower-risk recreational activities allowed. In-person instruction in schools is not allowed; schools must operate via remote learning.
- 3. Flattening:** Epidemic is no longer increasing and health system capacity is sufficient for current needs. Specified lower-risk businesses can reopen given adherence to strict safety measures. In-person instruction in schools is not allowed; schools must operate via remote learning.
- 4. Improving:** Epidemic clearly decreasing and health system capacity is strong with robust testing and contact tracing. Additional businesses can reopen given adherence to strict safety measures. In-person instruction in schools is permitted with required safety protocols.
- 5. Containing:** Epidemic levels are extremely low and outbreaks can be quickly contained. Health system capacity is strong with robust testing and tracing. Most businesses can reopen given adherence to strict safety measures. Schools open for in-person instruction with minimal required safety protocols.
- 6. Post-pandemic:** Community spread is not expected to return (e.g., because of a vaccine) and the economy is fully reopened. Assessing which phase we are in involves a comprehensive review of the facts on the ground. Schools are open to in-person instruction.

The Governor's MI Safe Start Plan outlines the approach that is taken by the State to move regions between phases while outlining the following five best practices that should be followed to control the spread of COVID-19 within the workplace. These are: Access control, social distancing, sanitation and hygiene, personal protective equipment, and contact tracing and isolation.



Current Status of MERC Region 2 Schools

Currently, all schools within Osceola County, and thus MERC region 2, was assigned to Phase 4 of the Governor's MI Safe Start Plan. As the phase that a MERC region is in changes, so will the school's instructional plan, as required by the Executive Order. As the phasing of a MERC region improves, lesser restrictions are placed on schools within the MERC region. Likewise, as the phasing of a MERC region declines, greater restrictions will be put into place. Below is an infographic that outlines the instructional plan and delivery methodology that Reed City Area Public Schools will implement depending upon the phase of the MI Safe Start Plan that the District's MERC region is in. Under phase 1 through 3, student learning will take place remotely. Under phases 4 through 6, a choice between an online learning option and an all-day, five (5) day per week in-person instructional model will be provided to students.

Plan Considerations The District has developed an action plan in conjunction with the MOISD for returning to school. This plan outlines the COVID-19 Preparedness and Response Plan Subject to change and BOE approval commitment of the District to follow the best practice recommendations of public health officials, the Centers for Diseases Control (CDC), the MDE, the Governor's MI Safe Schools Return to School Roadmap, and the State of Michigan. Importantly, where able, this plan of the District has been informed by the voices of our parents through the completion of the District's Return to School survey, and it follows the requirements of the Return to School Roadmap. Further, the District is committed to working closely with the Central Michigan Health Department. The plan is flexible and has been developed with the ability to be modified or adjusted while aligning to the Governor's MI Safe Schools Return to School Roadmap. Regardless of the scenario, our mission remains focused on empowering all students to achieve success and reach their full potential. Our vision of this plan is to deliver equitable, flexible, and high-quality instructional models that focus on academic success for all students and provide for the safe return to school, being mindful of the social and emotional health and well-being of our entire school family.

Introduction

Reed City Area Public Schools holds that in-person instruction is best for student learning while acknowledging that the threat of COVID-19 has challenged our ability to provide face-to-face instruction as our sole method for teaching children. We understand that anything less than a full-time, in-person school schedule strains many of our parents who have to go to work and



cannot be home with their children. We also recognize that because of medically fragile students, at-risk family members, or other issues, some families may not be comfortable returning to a traditional classroom until a vaccine for COVID-19 is widely available. With that noted, for the start of the 2020-2021 School Year, the district will offer our families the following options:

- 1) Traditional schooling, following guidelines based upon Michigan's Safe Schools Road Map for K-12 Schools that protect the health and well-being of students and staff as much as possible.
- 2) Learning from home, emphasizing that the level of instruction and learning expectations will be equal to a traditional schooling environment.

The safety guidelines and plans set for our schools and facilities are based upon Michigan's Safe Schools Road Map for K-12 Schools and are fluid and subject to change, as the safety of our students and staff is our top priority.

Options

After reading the precautions, if you remain uncomfortable with returning your child to a traditional classroom, you may opt to participate in our revised Learn from Home (LFH) model with the following stipulations:

- Your commitment to the LFH model will be for a complete trimester at the high school level (12 weeks). At the middle school level and the elementary, the commitment is for nine weeks. The LFH model will rely on the Google Classroom platform where LFH teachers will post instructional assignments, so students will need to have a computer/Chromebook at home. A Chromebook will be assigned to your student.
- As noted above, the instructional level will be equal to a traditional classroom environment and much more rigorous than what was experienced this past spring. Grades and deadlines will be required for students.
- In the LFH model, teachers will post assignments and videos, host video chats, etc., with a specified timeline that will need to be strictly adhered to by students. Parents that opt to have their children learn from home due to safety concerns will still be permitted to participate in extracurricular school sports, clubs, and organizations that operate under the auspices of the Michigan High School Athletic Association (MHSAA). The MHSAA permits student involvement as long as they maintain the eligibility requirements of the MHSAA.



COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Name of District: Reed City Area Public Schools

Address of District: 225 W. Church Ave, Suite A, Reed City, Michigan 49677

District Code Number: 67060

Web Address of the District: reedcityschools.org

**Name of Intermediate School District: Mecosta Osceola Intermediate
School District**

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, 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.

District and Building Implementation Plan:

The district plans to use a hybrid model of instruction using the Google Classroom online learning platform as the primary mode of instruction. The District will provide devices in grades K-12. Students with connectivity issues will have access to instructional materials digitally with jump/flash drives or in select cases through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform, Google Classroom with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

For students with technology access, content will be delivered through the online platform, Google Classroom. Teachers will be accessible for synchronous instruction (virtual



meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons multiple times per week. For those students without connectivity, the main mode of delivery will be through flash drives. For select situations hard copy instructional packets will be used. This will be supplemented with phone conferencing to support instruction. The flash drives and instructional packets will be provided during meal distribution. Drives and Packets will be mailed or delivered to the student if they do not participate in meal distribution.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform, Google Classroom. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without connectivity access, flash drives and instructional packets will be collected each week during meal distribution. Teachers will review the drives and instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. If the student is not doing meal distribution or pick-up, flash drives and packets may be mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our Skyward communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. The students will be given credit or no-credit. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

If a student has access to technology, teachers will use the 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.

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, school staff will reach out to individual students and families to determine what they may need. The staff 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.

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.



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.
- 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.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Face coverings will be ordered and provided to every staff member.
- Clear face coverings will be provided to preK-4 teachers. 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 need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. (Begins Aug. 15 and continues throughout the school year)
- Exempted individuals will be recorded in a master database and issued a sticker or other identifier to display on their student or staff ID indicating this exemption with an additional flag in Skyward.
- PreK-4 students will be strongly encouraged to wear a face covering while in the classroom unless seated and following teacher instructions.
- 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. The instance will be documented as a log entry in Skyward.
- Students showing patterns of intentional non-compliance may be disciplined and/or 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 or school safety officer.
- 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.
- Itinerant ISD staff, 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 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.

2. Hygiene

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



District and Building Implementation Plan:

- Every classroom will be supplied with a wall mounted hand sanitizing dispenser.
- Every entrance will be supplied with a portable hand sanitizing dispenser.
- Supplies (paper towels, soap, hand sanitizer, 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. It will include:
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Teacher or 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 with hand sanitizing or hand washing afterwards
- Proper mitigation strategies including hand washing and sneezing will be communicated to families web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways
 - Monitor hygiene supplies and refill as needed
 - Procure hand sanitizing stations as deemed necessary
- Sharing school supplies will be limited, and each student will have their own supply of materials.
- 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 cleaning **requirements** for cleaning protocols from the *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.

- Cleaning stations will be identified around the building that hold materials for usage in different wings. I.e. Curriculum closet in third grade hallway, gym storage room, custodial closet in 5th grade hallway.
- Appropriate classrooms will be provided with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Staff will wipe down student desks each time a class exits the room.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building.
- 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 after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Playground equipment will be routinely cleaned.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom, and storage of cleaning materials.

4. Athletics

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

- The District will comply with all current guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). Procedures will be updated
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.



5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *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. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.
- Each school building will identify a remote and secluded room. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, and log sheets.
- Each 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 not be left unattended 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 and how to pick up the student and where to report for testing.
- Staff will be utilized to make in person contact with parents not responding to phone calls.
- 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 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. The school will monitor 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 using the most current guidelines and in conjunction with the health department.



6. Testing

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

Requirements from the Michigan Return to School Roadmap

- RCAPS must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.

District and Building Implementation Plan:

- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask, leave campus, and get tested.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families should 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, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home.
- Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

Responding to Positive Tests Among Staff and Students Required

- All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.

District and Building Implementation Plan:

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local 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.

- Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about a return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles

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).

Requirements from the Michigan Return to School Roadmap

- Drivers will require the use of hand sanitizers before entering the bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
 - a. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Transportation vehicles will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned.
- Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.
- Students who become ill during the day are expected to be picked up by a family member or someone on the emergency contact list.



- If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

District and Building Implementation Plan:

- Busses will be fitted with mounts for hand sanitizer at the entrance to each bus.
- Transportation will ensure cleaning supplies in compliance with the CDC are utilized to clean busses between routes, including areas of frequent areas of contact.
- High traffic areas will be wiped down frequently.
- Students entering a bus without a mask will be provided with one and it will be reported to school administration to note non-compliance to follow building rules regarding masks.
- Develop and communicate a policy to families related to the mandatory face covering on the bus for all staff and students, if medically feasible, unless “It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering.”
- Bus drivers will be informed about our sticker system on ID badges for students who are medically unable to wear a face mask.
- Training will be offered to all bus drivers that includes:
 - a. Appropriate use of face covering
 - b. Policies regarding face covering
 - c. Policies regarding hand sanitizing
 - d. Policies and methods for cleaning and disinfecting
- Bus drivers, weather permitting, will keep windows open on the bus both en route and when stopped.

- **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.**

The district has chosen to include the strongly recommended procedures in athletics, extracurricular activities, cleaning, hygiene, screening students, testing protocols for students and staff, responding to positive cases, responding to positive tests among staff and/or students, food service, gatherings, extra-curricular activities, and athletics.



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*.

PERSONAL PROTECTIVE EQUIPMENT

Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.

- PreK-4 and special education teachers should consider wearing clear masks.
- Homemade facial coverings should be washed daily.
- Disposable facial coverings should be disposed of at the end of each day.
- Facial coverings should always be worn in hallways and common areas by PreK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting are practiced and enforced, facial coverings for students in grades PreK-5 are encouraged but not required.
- Homemade facial coverings should be washed daily.
- Disposable facial coverings should be disposed of at the end of each day at home if riding a bus/car or in garbage can if walking

HYGIENE

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

SCREENING STUDENTS

- Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building

TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES

- Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if



clinically unstable, for off-site testing.

- Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

RESPONDING TO POSITIVE TESTS AMONG STAFF AND/OR STUDENTS

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local 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. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- **Note:** schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease-related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about the return to work, using the most current guidelines from the CDC for this determination.

FOOD SERVICE, GATHERINGS, EXTRA-CURRICULAR ACTIVITIES

- Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff wash their hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

ATHLETICS

- Indoor spectator events are limited to 50 people or whatever is recommended by the MHSAA.
- Large scale outdoor spectator or stadium events are limited to 250 people or whatever is recommended by the MHSAA. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gatherings. All participants should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

CLEANING

- Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach



solution.

- Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize the sharing of materials between students, as able.
- Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff uses such products.

TRANSPORTATION

- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizers should be supplied on the bus.
- The bus driver, staff, and all students in grades PreK-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow the protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.
- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.
- Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).
- Inventory bus drivers to understand the extent of high-risk populations.
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.

MEDICALLY VULNERABLE STUDENTS AND STAFF STRONGLY RECOMMENDED

- Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high-risk for severe illness



due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

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*.

The District will follow all the highly recommended protocols.

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**.

The District will keep desks spaced as far apart as feasible within classrooms and limit class to what is feasible.

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: 8/6/2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:
<https://www.reedcityschools.org/orcaps/browse/157665>

Link to the approved Plan posted on the District/PSA/nonpublic school website:
<https://www.reedcityschools.org/orcaps/page/return-to-school-information--2>

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: Michael L. Sweet

Reed City Area Public Schools

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

Date Submitted to State Superintendent and State Treasurer: