

COVID-19 Preparedness and Response Plan

Name of District: Columbia School District

Address of District: 11775 Hewitt Road, Brooklyn, MI 49230

District Code Number: 38040

Web Address of the District: www.myeagles.org

Name of Intermediate School District: Jackson County ISD

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

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:

When the region is placed in Phase 1, 2, or 3, Columbia School District will follow the distance learning techniques that were referenced in:

https://docs.google.com/document/d/1ZrdrRvbqijKogsY3zAzG10Jb3I-jHH1_0NWuuWceJmA/edit?usp=sharing

and in the GSRP Continuity of Learning Plan

https://docs.google.com/document/d/15pcudoe5ZD-B3mAh2uwpIpB7wVpp1JtYgsexOgApW_o/edit?usp=sharing

The District will provide distance learning through Chromebooks, iPads or paper packets.

The district plans to use a model of instruction using distance platforms as the primary mode of instruction (PreK uses Google Classroom, Grades K - 6 Learning from Home cohort uses Accelerate, Grades K-2 uses Google Classroom, Grades 3-6 Google Classroom, Grades 7-12 Google Classroom, Options Virtual Grades 7 - 12 uses Odysseyware). The district will provide devices for students - Chromebooks in grades K-12 and iPads in PreK. Students without internet access may have access to instructional materials through a weekly instructional packet (if necessary to comply with an IEP). Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. Students and families

may park in the parking lot to access wifi, or check out a hotspot from the district or public library. All students will have access to grade-level resources as needed to complete their work. The district will take proactive steps to fully meet student and family needs and allow for full participation.

Teachers and Staff will be expected to engage in two-way communications through digital or phone communication with students and/or their parents. This may be done through the use of technology (i.e. virtual meeting, email, Google Classroom) or through regular phone calls, as necessary. For students with technology access, teachers will also communicate multiple times each week through the instructional platform with an emphasis on continuing to build

relationships and maintain connections. The frequency of lesson contact will be developmentally appropriate.

For students with technology access, content will be delivered through the online platform, (Accelerate, Odysseyware, Google Classroom). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made, brief videos/lessons multiple times per week. Each lesson with direct-lecture instruction, shall be within duration that is developmentally appropriate. Lesson design should be aligned with best practices. Lessons will be supplemented with phone conferencing to support instruction, as appropriate.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform. 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. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning.

The reopening instructional plan will be communicated through multiple communication platforms. 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 full plan. 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 social media pages.

For our students in dual enrollment courses and early college programs, 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. For students enrolled in Career Technical Educations programs we will work with the Jackson Area Career Center Principal/Director to ensure our students have the ability to complete these courses and programs.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. If a student has a requirement within their IEP, teachers will keep track of which students are completing the weekly instructional packets. They will keep a log in PowerSchool of all communication with students and families and submit weekly to the building principal. 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 for additional support. Support agencies may be sought to make these connections (31N Coordinator, PBIS Coordinator, DHHS, ISD supports etc.)

An Emergency Closure Food Service Program will be implemented throughout the district to provide for nutritional needs of students. This will follow any state guidelines provided for non-congregate feeding set by the Michigan Department of Education Nutrition Services Program.

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.

Schools will monitor attendance through online systems or weekly individual contacts. These records will be maintained through PowerSchool and this information reviewed by building office staff.

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 Plan for face covering requirements and recommendations:

- Facial coverings must 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 must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
 - PreK-5 and special education teachers should consider wearing clear masks.
- Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must 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 must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks
- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
 - Facial coverings must be worn in classrooms by all students grades 3-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

- All students in grades K-2 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
- During statewide Phase 4, PreK-12 students will be required to wear face coverings while entering or exiting the buildings, and in all common areas.
- 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.
- Fabric face coverings will be ordered and provided to every student and staff member (two each). These will be issued to students that are electing for in-person instruction in the classrooms.
- District-provided face coverings will be cleaned at home by families of students that attend in-person instruction.
- Individuals (staff or students) who claim medical exemption will need to complete the accommodation form to provide rationale and documentation. In addition, the individual must have a doctor's note to accompany their accommodation form. The family of the student must submit a form and doctor's note to the building principal.
- Exempted individuals will be recorded in a database and will be issued a sticker to be displayed on their student or staff id indicating this exemption. The staff or student id must be displayed on their person, readily visible, while in attendance within the school building or on school grounds.
- 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 PowerSchool.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student and their family agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to, and including, discharge of employment.
- 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 in the building or on school grounds. Instances of non-compliance will result in the guest being removed from the building. Guests to school facilities will be highly limited during a Phase 4.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.
- Each school building schedule will be adjusted to provide for students to eat breakfast in the classroom and lunch within the lunchroom.

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 fixed or portable hand sanitizer.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each building 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 / sanitizing schedule
 - Room and materials cleaning schedule
- Teacher or paraprofessional will teach the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Sharing school supplies will be limited. School supplies should not be shared among students during Phase 4.

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:

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must 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 must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- 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 use products.
- Staff must wear face coverings when performing all cleaning activities.
- District Level Administrators and Building Operations will 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.

- All classrooms will be provided sanitizing wipes with EPA-approved disinfectant, and paper towels in order to address new cleaning protocols. Teachers will oversee the disinfecting of student workstations after each class session. Classroom touch points may be cleaned by the teacher in order to minimize disruption to class time.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A checklist will be created and kept in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved disinfecting wipes stored in the classroom. The teacher of record for the area will oversee wiping down of all frequently used materials after each class with EPA-approved disinfectant wipes. This will occur prior to the entrance of the next class.

4. Athletics

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

District and Building Implementation Plan:

- All indoor and outdoor athletic activities will follow guidelines set by the Michigan High School Athletic Association (MHSAA). Consideration for resuming athletics for the next available sports season (fall, winter, spring) may be made at any time, based upon recommendation of statewide or local agencies. Budgetary priorities will focus on core academic instruction and safety, as well as inability to adequately train, clean/disinfect equipment, safely transport students, and monitor spectator and competitor compliance contributed to this decision.

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:

- Columbia School District will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Each school building will identify a remote and secluded room to serve as an isolation area. This room will be outfitted with appropriate PPE including face shields, N95 Masks, gloves, sanitizing wipes, and log sheets.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student.
- A designated person (office staff) will contact the student/family after removal until test results are provided and verified before the student can return to school.
- The health department will be contacted after parents have been notified to assist in

contact tracing.

- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through the MI Symptoms app or by completing and turning in the form from the health department that they are safe to work. This will include taking their temperature and reporting this daily.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the building principal immediately who will notify the COVID-19 officer. The COVID-19 officer will monitor this information 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 based on the CDC and Jackson County Health Department. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations, consistent with federal CARES Act guidelines (for the first 80 hours).

6. Testing

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

District and Building Implementation Plan:

- Columbia School District will collaborate and cooperate with the Jackson County Health Department for development and implementation of guidelines and protocols for appropriate screening of students and staff.
- The District COVID-19 Director will serve as the point of contact for the district and will report immediately matters of concern to the Superintendent.
- Families will receive information regarding self-screening of students. Any student exhibiting symptoms while at school will be placed in quarantine, while parents are informed and directed to take their child home.
- Any staff member that exhibits symptoms of COVID-19 will be sent home from work and absences will be paid according to applicable sick leave provisions for the employee.
- The COVID-19 Director will monitor quarantines of students and staff regularly to identify any patterns of infection. This will be reported to the Superintendent and the JCHD for review and collaboration.
- All students and staff will be required to report any notice of required testing or required quarantine to the school office, who will immediately notify the COVID-19 Director. Records of known infections will be logged and reviewed regularly by the COVID-19 Director for any patterns.
- Before a student who has tested positive for COVID-19, or ordered into quarantine by a health official, can return to school, a medical clearance must be submitted to the principal or direct supervisor. Before a staff member can return to work after a required quarantine by a health official, a medical clearance must be submitted to the principal or direct supervisor. This information will also be logged by the COVID-19 Director.

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).

District and Building Implementation Plan:

- Require the use of hand sanitizer before entering the bus. Hand sanitizer must 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.
- Clean and disinfect transportation vehicles before and after every transit route. Children must 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, 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.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Create a plan for getting students home safely if they are not allowed to board a bus.
- If a student becomes sick during the day, they must 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, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
- A weekly meeting will be held with district transportation supervisor and district COVID-19 Director to review the criteria required for level 4 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.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned/sanitized. Logs of cleaning and sanitizing will be reported by the Transportation Director weekly to the COVID-19 Officer.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped. The Transportation Director will determine criteria upon which the windows should be partially open, based upon weather conditions upon each day or bus run.

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.

Students will continue Face to Face instruction or distance learning based upon the choice of their family.

During state-declared Phase 5, the district will implement all provisions otherwise articulated during Phase 4, with the following exceptions.

Face Masks:

Students in grades K-12 will be allowed to remove their face coverings when in session in their classroom, including recess, or when eating/drinking. Masks must be worn over the nose and mouth during any passing time, in any common area, or during entrance into or exit from the building. During small group or 1-to-1 instruction, a teacher or staff member may require a student to wear a face covering. Alternatively, parents request, in writing, that their student wear a mask at all times in classrooms during Phase 5. The district will accommodate this request to the extent feasible.

Hygiene:

All provisions for hygiene are the same as during Phase 4 plan.

Cleaning:

All provisions for cleaning are the same as during Phase 4 plan.

Athletics:

All provisions for athletics are the same as during Phase 4 plan.

Testing:

All provisions for testing are the same as during the Phase 4 plan.

Transportation:

All provisions for transportation are the same as during the Phase 4 plan.

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*.

PPE:

- Staff and students will be required to wear facial coverings in all common areas, unless in their classrooms or during meals.
- If a staff member cannot maintain social distancing, they must wear a facial covering or mask.
- Homemade or cloth face masks should be laundered by students or staff after daily use. Disposable face masks will be discarded after a daily use.

Hygiene:

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with 60% ethyl alcohol, paper towels, tissues, and signs reinforcing proper handwashing).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and or safe hand sanitizing.
- Educate staff and students proper sneezing and coughing etiquette (into elbow).
- Students and staff should wash their hands and/or use hand sanitizer after changing classrooms upon each changing of classes.

Spacing, Movement and Access (recommended only):

- Spacing is six feet between desks to the extent that it is feasible.
- In classrooms where tables are utilized, space students as far apart as feasible.
- Teachers will try to maintain six feet of spacing between themselves and students as much as feasible.
- Signs will be posted to indicate proper social distancing.
- If a classroom has windows that open, they will be open as much as possible, weather permitting. Consideration will be made for students with allergy-induced asthma.
- As able, the school will try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.
- Flow of foot traffic should be directed in one direction, if possible. If not possible, hallways will be divided with either side following the same direction.
- Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals will be used if feasible to minimize the number of people in the hallways, as able.
- Staff will monitor the arrival and dismissal to discourage congregating and ensure students go straight from a bus/vehicle to their classrooms and vice-versa.

Screening:

- Every school will identify and designate a quarantine area and the designated staff member will care for any student that becomes ill at school.
- Students who become ill at school with symptoms of COVID-19 should be placed into the quarantine area until they can be picked up by a parent. The staff should observe proper PPE usage for themselves and the students in their care.
- Symptomatic students sent home from school should be kept home until they have recovered according to CDC guidelines.
- Records of all students quarantined, including date & time, should be kept and overseen by the COVID-19 Director.
- Staff will conduct daily self-screenings, including temperature check, prior to coming to work.
- Parents are encouraged to check their children's temperature at home every morning. Students with a temperature of 100.4 or greater should stay home and consider testing if no other explanation is available.

Testing Protocols for staff and students:

- 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 emergency agency for off-site testing. If clinically unstable, an ambulance should be contacted for transport.
- Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and leave the building for off-site testing.
- Parents/guardians should be notified of the presence of any positive or clinically diagnosed case 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 either tested negative, or have a medical release.
- In the event of a lab or clinically diagnosed case of COVID-19 in the school, immediate efforts will be made to contact any close contacts, in coordination with the Jackson County Health Department.

Responding to confirmed positive tests among Staff and Students

- The District COVID-19 Director will notify local health officials, staff and students of any possible case of COVID-19 while maintaining confidentiality consistent with federal and state privacy laws.
- Employees should only return to work with a medical release from their Primary Care Provider or a local health official.

Food Service:

- Food service staff should use barrier protection including gloves, and face coverings or masks.
- Students, teachers and staff should wash hands before and after every meal.
- All gatherings, including those that occur outdoors should comply with current and future executive orders that set caps on gathering of people.
- If field trips occur during Phase 5, they should comply with transportation guidelines within this document, including mandatory facial coverings.
- School supplied meals will be delivered to classrooms for both breakfast.

Athletics:

- During Phase 5, indoor gatherings are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. 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 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.
- Buses must be cleaned and disinfected before and after every use, according to the Transportation section above.
- 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 will be disinfected at least every four hours.
- Libraries, computer labs, arts, and other hands-on classrooms will be disinfected after every class period. Efforts will be made to minimize sharing of materials between students, as able.
- Student desks will be disinfected at least once every class period.
- Playground structures will continue to undergo normal routine cleaning and disinfecting.
- Athletic equipment will be disinfected before and after each use.
- The district will ensure safe and correct use and storage of cleaning and disinfecting supplies.

Busing and Student Transportation:

- The bus drivers will strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on each bus at the entrance area.
- The bus driver, staff, and all students, if medically feasible, will wear facial coverings while on the bus.
- Buses and vehicles will be cleaned and disinfected daily. Children will not be onboard when the bus is being cleaned.
- Bus drivers will clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes.
- Drivers will clean and disinfect equipment including car seats, seatbelts, wheelchairs, walkers, and any other adaptive equipment on a daily basis.
- The Transportation Director will create a plan for getting students home safely if they are not allowed to board the bus.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols described in Testing, above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlines in the Testing section above.
- Weather permitting, keep windows and doors open when cleaning and disinfecting the bus and between trips.
- Weather permitting, keep windows open while the bus is in motion to help increase air circulation, but only if appropriate and safe.

Medically Vulnerable Students and Staff:

- The COVID-19 Director will work with each building principal to review all current plans for accommodating students with special healthcare needs and updating their care plans, as

needed, to decrease their risk for exposure to COVID-19.

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*.

PPE:

All strongly recommended guidelines are adopted by the district.

Hygiene:

All strongly recommended guidelines are adopted by the district.

Spacing, Movement and Access:

Not applicable--There are no Strongly Recommended guidelines in the Roadmap for Spacing, Movement and Access.

Screening:

All Strongly Recommended guidelines are adopted by the district.

Testing protocols for students and staff:

All Strongly Recommended testing protocols are adopted by the district.

Food Service, Gathering and Extra Curricular Activities:

All Strongly Recommended Food Service, Gathering and Extracurricular Activity protocols are adopted by the district.

Athletics:

All Strongly Recommended athletic protocols are adopted by the district.

Cleaning:

All Strongly Recommended cleaning protocols are adopted by the district.

Busing and Transportation:

All Strongly Recommended busing and transportation protocols are adopted by the district.

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**.

PPE:

All Strongly Recommended guidelines for Personal Protective Equipment are adopted by the district.

Hygiene:

All strongly recommended guidelines for Hygiene are adopted by the district.

Spacing, Movement and Access:

Most district classrooms are approximately 800 sq. ft. There is not enough area to space desks six feet apart in classrooms to ensure social distancing between students, but social distance between students will be considered within the classrooms, as feasible. Teachers will be expected to maintain six feet of

social distance between themselves and students, where feasible. In common areas, social distance will be taught, reinforced and monitored by building staff.

Screening:

All Strongly Recommended guidelines for Screening are adopted by the district.

Testing protocols for students and staff:

All Strongly Recommended testing protocols are adopted by the district.

Food Service, Gathering and Extra Curricular Activities:

All Strongly Recommended Food Service, Gathering and Extracurricular Activity protocols are adopted by the district.

Athletics:

Not applicable--There are no Strongly Recommended Phase 4 guidelines for Athletics.

Cleaning:

Not applicable--There are no Strongly Recommended Phase 4 guidelines for Cleaning.

Busing and Transportation:

Not applicable--There are no Strongly Recommended Phase 4 guidelines for Busing and Transportation.

Medically Vulnerable Students and Staff:

All Strongly Recommended Medically Vulnerable Students and Staff protocols are adopted by the district.

Mental & Social-Emotional Health

All Strongly Recommended Mental and Social-Emotional Health guidelines are adopted by the district.

Instruction:

All Strongly Recommended Instruction guidelines are adopted by the district.

Operations:

All Strongly Recommended Operations guidelines are adopted by the district.

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: August 10, 2020

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:

www.myeagles.org

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: Pamela Campbell

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 10, 2020

Date Submitted to State Superintendent and State Treasurer: