

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 4:00PM
08/07/20

Name of District: Manton Consolidated Schools

Address of District: 105 5th Street, Manton MI 49663

District Code Number: 83060

Web Address of the District: www.mantonschools.org

Name of Intermediate School District: Wexford Missaukee ISD

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.

Manton Consolidated Schools will offer our students 100% online learning with Edgenuity Pathblazer for students K-5 and Edgenuity for students 6-12.

In the event our district enters into Phase 1-3, a combination of Google Classroom and Seesaw will be utilized for students with Internet access. For students without Internet access, consumables and instructional teaching videos will be used. Internet hotspots will be located in easily accessible areas set up throughout our community. Every student will have access to a Chromebook (5-12) or I-Pad (K-4).

Manton Consolidated Schools will continue to feed students through in person pickup as well as delivery by bus.

Elementary - For our students that chose to learn **100% online**, we will be using Edgenuity Pathblazer: Kindergarten: Math/ELA (Pathblazer), Science/S.S. lessons via Seesaw, Specials via Seesaw, SPED/Title Students: Pathblazer, Seesaw and activities all at their instructional level, The inclusion of social-emotional learning

1st Grade: Math/ELA/Science (Pathblazer), S.S. lessons via Seesaw, Specials via Seesaw, SPED/Title Students: Pathblazer, Seesaw and activities all at their instructional level, The inclusion of social-emotional learning

2nd Grade -4th Grade: Math/ELA/Science/S.S. (Pathblazer), Specials via Seesaw, SPED/Title Students: Pathblazer, Seesaw and activities all at their instructional level, The inclusion of social-emotional learning

Families will have the option to go to a hot spot if they don't have internet access

Parents/Teachers/Staff will be expected to make weekly contact with students and have two-way communication.

Our **Remote Option** if school shuts down:

K-4th grade students without Internet access

Reading and Math Consumables, Science and S.S. Worksheets, Specials will have recommended activities, Teachers will create directed instruction videos and offer other core content activities via Seesaw, SPED/Title Students: Seesaw and activities all at their instructional level, The inclusion of social-emotional learning

K-4th grade students with Internet access

Kindergarten: Math/ELA (Pathblazer), Science/S.S. lessons via Seesaw, Specials via Seesaw, SPED/Title Students: Pathblazer, Seesaw and activities all at their instructional level, The inclusion of social-emotional learning

1st Grade: Math/ELA/Science (Pathblazer), S.S. lessons via Seesaw, Specials via Seesaw, SPED/Title Students: Pathblazer, Seesaw and activities all at their instructional level, The inclusion of

social-emotional learning

2nd Grade -4th Grade: Math/ELA/Science/S.S. (Pathblazer), Specials via Seesaw, SPED/Title Students: Pathblazer, Seesaw and activities all at their instructional level, The inclusion of social-emotional learning

Families will have the option to go to a hot spot if they don't have internet access

Parents/Teachers/Staff will be expected to make weekly contact with students and have two-way communication.

Middle School -For our students that choose to learn 100% online, we will be using Edgenuity for students 6th-8th and Pathblazers for 5th Grade students. A school liaison will make weekly contact with the students using this program and the students will be assigned a teacher of record for each subject area that is a Manton teacher certified to teach that subject in the State of Michigan.

In the case we cannot offer in-person instruction, we will utilize Google Classroom to provide education from a distance. In the first month of in-person meeting this fall, we will demonstrate to the students how to access the curriculum at home. Staff will be required to have (2) days of emergency plans ready in Google Classroom in the event there is a closure. This would allow students to access their education for those two days, while also allowing staff time to prepare ongoing lessons to be available as long as the closure is in effect.

How we will aid students: We will provide various hotspot locations around town for those students who do not have internet access at home. We will provide chrome books and chargers. If students are in need of the internet and cannot get to a hotspot designation, school staff will do home visits in order to provide students with downloaded materials necessary for their education and/or a traveling hotspot.

Video tutorials demonstrating how to download work offline will be made available to all students.

High School - For our students that chose to learn 100% online, we will be using Edgenuity.

In case we need to change from face-to face instruction to remote instruction, we will use Google Classroom for our students. We will provide hot spots throughout the district at locations such as Township Halls and churches and will provide one-to-one technology for all students. For students without Internet access, paper copies of all materials could be provided as needed, with the pick up/drop off to be arranged through the school. Teachers and students will be in communication with all students to help with academic success. Teachers will be flexible with due dates and expectations. Special education teachers will help ensure 504 and IEP's are being met. The teachers will have scheduled days for office hours/meetings. Classes will be assessed as normal for grading.

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.

All staff and all students in grades K-12 will be required to wear a mask when on a school bus, when in indoor hallways and in common areas. Face masks can be taken off at meals. All students in grades 5 and up will wear face coverings when in classrooms. Students in grades kindergarten through grade 4 will be required to wear face coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class. All Staff will be required to wear

face coverings when in classrooms. Any staff or student that cannot medically tolerate a face covering will be required to supply the school with a note from a medical doctor. Students and staff will be provided 2 washable face coverings and disposable face coverings (if needed). Students will also be provided with a lanyard to attach their mask too. This will reduce the possibility of mistakenly taking another student's mask. Manton Consolidated Schools will stress the importance of staff and students washing their masks every day. If disposable masks are worn, they will be disposed of at the end of the day. This will change to reflect all students k-12 if we have an Executive Order stating differently.

2. Hygiene

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

The district will supply all classrooms with hand sanitizing stations that include hand sanitizer, soap where needed, paper towels, tissues and disinfectant spray. Classes using cloth cleaning rags will be used only once and then laundered before reuse. Water bottle fill stations will also be provided at various locations in the school. Water fountains will be disabled. Signage that indicates proper handwashing techniques will be posted in every classroom and at every sanitizing station. Manton Consolidated Schools teachers will instruct their students on proper handwashing procedures.

Elementary - Teachers will require students to use hand sanitizer before entering the classroom. Teachers will teach the students proper hand washing and have scheduled hand washing times throughout the day. Students will have their own personal school supplies (no community supplies) and the students' personal items will remain separate and in individually labeled cubbies, containers, or lockers. Signs will be posted on the doors of restrooms to indicate proper social distancing and proper hand hygiene techniques. Teachers will limit use of classroom materials to small groups and disinfect between use as well as provide adequate supplies to assign for individual student use. Procure portable handwashing and/or hand sanitizing stations will be throughout school buildings. Systematically and frequently check and refill soap and hand sanitizers.

Middle School - We will provide soap, hand sanitizer, paper towel, tissues, and signs to reinforce proper handwashing. Each morning and at every class-switch time, all students will be required to use hand sanitizer. At the beginning of the school year staff will teach proper handwashing in addition to sneezing into their elbow and other recommended precautions to slow the spread of sickness.

High School - Teachers will discuss hand washing and sanitizing with students on a daily basis. Sanitizing stations will be provided in each classroom and various areas of the building.

3. Cleaning

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

The district will hire an additional staff member whose sole job is to sanitize the frequently touched places all day long as well as the building bathrooms. Each classroom will have hand sanitizer in the room and cleaning supplies to clean desktops and other hands-on materials. The district has also purchased 6 sanitizing machines to help more efficiently clean school areas including the busses after each run. Cleaning materials will be kept out of the reach of children, and teachers will be supplied with the necessary materials to clean safely.

Elementary - Wipe/clean/sanitize desks and frequently touched objects (light switch, door knobs, etc.) throughout the day. Libraries, computer labs, arts, and other hands-on classrooms (SPED, Title, and other special classes) must undergo cleaning after every class period.

Middle School - Staff will disinfect frequently touched areas (desks, doorknobs, light switches) every day at lunch. Cleaning materials will be stored appropriately to ensure safety. Staff will be provided gloves, masks, and face shields to utilize for scheduled cleaning times. Student desks will be disinfected at every class switch.

High School - Teachers will work with students to wipe surfaces of their individual items (desk, Chromebooks, handles, etc)

4. Athletics

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

Manton Consolidated Schools will comply with the guidance published by Michigan High School Athletic Association (MHSAA), as well as The National Federation of State High School Association (NFHS). Coaches will teach proper hand washing techniques to all their athletes and proper hand washing techniques will be practiced before and after practices, games or any event. Coaches will disinfect all equipment before and after use. All athletes will have their own water bottle with their name clearly marked on it. No unnecessary contact will be encouraged. Staff and athletes will be required to wear face coverings while being transported on bus to competitions. Staff will be posted at entry and exit doors at competitions to ensure spectators are wearing masks and to prevent crowding.

5. Screening

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

All staff at Manton Consolidated Schools, upon entering the building, will take their temperature and fill out a COVID health screener. The screener will be either a paper copy or can be filled out using a QR reader on a smartphone. Manton Consolidated Schools will cooperate with our District Health Department #10 and follow its protocols for screening students. District Health Department #10 created a template for health screen protocols for parents to conduct at home and this will be sent home to parents as well as posted on our school's website and building Facebook pages.

6. Testing

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

Manton Consolidated Schools will cooperate with our local health department and follow its protocols for screening students and staff regarding testing and/or positive cases. If a student or staff member tests positive for COVID-19, Manton Consolidated Schools will consult with District Health Department #10 and supply the required information. We will follow the school reopening toolkit provided by District Health Department #10.

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).

All busses at Manton Consolidated Schools will be equipped with sanitizing stations and students will be required to sanitize their hands upon entry of the bus. The bus driver and students will be required to wear masks if medically feasible. Students will be assigned seats and seated with other family members if possible. The bus drivers will disinfect their bus and all equipment on it before and after every route. Weather permitting, windows will be left open while cleaning the bus and between trips. Windows will also be left open, weather permitting, while the bus is in motion. If a student becomes ill during the day, that student will not be allowed to ride the bus home. Parent pickup or other

arrangements will be made. If a bus driver becomes ill during the day, they will be replaced with another driver. Buses will have a staggered release time at the beginning of the day in order to allow for social distancing as the students enter the building. Buses will also have a staggered released departure time at the end of the school day to help alleviate congestion in the hallways. The addition of two extra bus runs, one at 2:00 p.m. and one at 3:00 p.m. will reduce bus rider numbers per bus in the afternoon. Students will not be allowed guest bus passes for this school year.

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.

The district will require all staff to wear face coverings except at meal times. The district also requires that facial coverings be worn by staff and students while in hallways and common areas. The district will provide two washable cloth masks to all staff and students and disposable masks as needed. The district recommends all cloth face coverings be washed daily and disposable masks be disposed of at the end of the day. Students K-4 will wear masks on buses and in common areas and at various times when coming into close contact with other students and teachers. Manton Consolidated Schools will provide supplies to support healthy hygiene behaviors, such as soap, hand sanitizer, paper towels, tissues and signage reinforcing proper hand washing techniques and practicing social distancing. Teachers will educate students on proper handwashing, how to sneeze safely and using hand sanitizer after changing any classroom.

Each building at Manton Consolidated Schools will designate a quarantine area for any student that becomes sick with COVID-19 type symptoms at school. Students that are ill with COVID-19 symptoms will be required to wear a face covering in the quarantine area as well as the staff overseeing this area. Students with COVID-19 symptoms will be in the quarantine room until picked up by parents. Students sent home with COVID-19 symptoms will be required to stay home until completely recovered according to District Health guidelines.

Manton Consolidated Schools will develop a schedule that will create a hybrid and virtual learning program for every district wide student. This schedule will be developed to focus on uninterrupted math and reading blocks K-4. It will also focus on small group instruction K-8 for individual students identified as most at risk. The high school will shorten class times and instruct an independent study class or a virtual class every day. This will allow our building to release students approximately two hours early and decrease contact time with students and special teachers, which would have to travel from room to room. Most students would be released at 1:00 p.m. with identified at risk students staying behind to receive extra small group instruction from their teachers. Those students would be released at 2:00 p.m.

Staff who develop a fever or display COVID-19 symptoms will be required to go home and remain there until completely recovered according to District Health Department #10 guidelines.

In the event a staff or student has a clinically diagnosed case of COVID-19, Manton Consolidated Schools will consult with our local Health Department for further instructions and follow their recommendations for quarantine, monitoring and possible closures. Confidentially laws regarding health information that protect staff and students will be followed. We will follow the District Health Department #10 school reopening toolkit.

The district will limit non staff and visitors to the building. Any visitor entering the building will be required to have their temperature taken and fill out a COVID-19 screener at the office they enter. Parents needing to pick their student's up early are asked to stay in their building's vestibule and their student will be sent out to them.

We will require the serving and cafeteria staff use barriers including gloves, masks and/or face shields. Students and staff will use handwashing before and after every meal. Meals will also be individually prepared to students when possible, eliminating lunch lines in the elementary.

Indoor and outdoor sporting events will be limited to the numbers set by the governor's executive order. Currently that is 10 people inside with the use of social distancing as much as possible. Large scale outdoor events will be limited to 250 people with socially distancing as much as possible. Students and staff will use proper handwashing techniques before and after every practice, event and gathering. We strongly recommend each participant confirm that they are healthy and without symptoms before each

event. All sporting equipment will be disinfected before and after use.

Buses will be disinfected before and after use. Each athlete will have their own water bottle with their name clearly marked on it.

A custodian, whose sole job is to sanitize, will sanitize the frequently touched places all day long as well as the building bathrooms every 4 hours with an EPA approved disinfectant. All libraries, computer labs, and art rooms will be cleaned by the teacher after every class period. An effort will be made to minimize the sharing of materials. Classroom teachers or paraprofessionals will wipe down student desks after every class period.

Hand sanitation stations will be on every bus and the student will sanitize their hands upon entering the bus. If medically feasible, Manton Consolidated Schools recommends the bus driver and all students wear a face covering while on the bus. Students will be assigned seats and seated with other family members if possible. The bus driver will clean and disinfect their bus before and after each route, sanitizing all frequently touched surfaces. If a student becomes sick during the day, they will not be permitted to ride the bus home. A parent/guardian will need to transport the child home. If the bus driver becomes ill during the day, they will be replaced with another driver. Buses will have a staggered released arrival time at the beginning of the day in order to allow for social distancing as the students enter the building. Buses will also have a staggered released departure time at the end of the school day to help alleviate congestion in the hallways.

Manton Consolidated Schools will systematically review all current plans for accommodating students with special healthcare needs and update those plans as needed to decrease their risk for exposure to COVID-19. Alternative learning plans are available for the high risk students as well as any student needing alternative learning options.

Elementary -

Hygiene

Teachers will require students to use hand sanitizer before entering the classroom. Teachers will teach the students proper hand washing and have scheduled hand washing times throughout the day.

Students will have their own personal school supplies (no community supplies). Students' personal items will be stored separate and in individually labeled cubbies, containers, or lockers. Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques. Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use. Portable hand sanitizing stations will be set up throughout school buildings. Systematically and frequently check and refill soap and hand sanitizers. Students will sanitize their hands upon entering the lunchroom.

Spacing/Lunchroom

Five students per table in the lunchroom (each class will have approx. 5 tables). Students will eat lunch with their grade level. Floor tape or other markers should be used at six foot intervals where line formation is anticipated.

Spacing/Classroom

Students will be spaced appropriately the best they can. As feasible, arrange all desks facing the same direction toward the front of the classroom. Teachers/Staff will be spaced between students the best they can

Medically Vulnerable Students

504 and IEPs will be followed according to their individual medical plan.

Middle School -

Hygiene

The district will provide soap, hand sanitizer, paper towel, tissues, and signs to reinforce proper handwashing. Each morning and at every class-switch time, all students will be required to use hand sanitizer. At the beginning of the school year staff will teach proper handwashing in addition to sneezing into their elbow and other precautions for slowing the spread of sickness. Students will be restricted from sharing materials (chromebooks, pencils, etc) and will keep all personal belongings in their locker.

Spacing

As much as possible, students will face the same direction while being spaced as much as is feasible. Teachers will maintain as much space between themselves and the students as possible while instructing. Weather permitting, classroom windows will be opened. Access to lockers will be staged in order to limit unnecessary congestion (color coded if needed). Students will be limited to locker access

at the beginning of the day, lunch, and the end of the day. Students will switch classes in pods going from one classroom straight to the next in a systematic way (i.e. clockwise or counter-clockwise). Staff will monitor and discourage congregating at arrival/dismissal.

Medically Vulnerable Students

Enrollment paperwork will include a process for parents to self-identify if their student is at high risk due to Covid-19. Staff will be notified of any medically vulnerable students and parents will collaborate in developing a plan specific to their student's needs. The school will request parents sign a release of information in order to be in contact with the child's physician in developing an appropriate school plan. Before school begins, staff will review all IEPs, 504s, and medically vulnerable students to ensure plans are in place to ensure their safety. Vulnerable staff is encouraged to self-identify with administration in order to plan for their job responsibilities appropriately.

Instruction

All standards for instruction will continue to be implemented with each student's learning style and needs taken into consideration to ensure their safety as well as their education.

High School

Students will not utilize lockers. Each student will carry their own belongings from class to class and to and from home. Desks will be spaced as much as possible within the classrooms. Students will face forward as much as possible. Outdoor space will be utilized as much as possible. Windows and doors will remain open whenever possible. Breakfast will be grab and go and consumed in the classroom. Students will remain outside until school begins at 8:20 a.m. Lunch will be divided into two time slots. Students will eat based on the teachers that are assigned during the A or B period. Students will be seated separately as much as possible. Extra tables and chairs will be brought in, as needed, to afford more spacing opportunities. High school students will be provided a supply list of needed materials so each student has their own items to use

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*.

The district will implement the following phase 5 recommendations

PPE

The district will require all staff to wear face coverings except at meal times. The district also requires that facial coverings be worn by staff and students while in hallways and common areas. The district will provide two washable cloth masks to all staff and students and disposable masks as needed. The district recommends all cloth face coverings be washed daily and disposable masks be disposed of at the end of the day. Student's 5-12 will wear masks all day. Students K-4 will wear masks on buses and in common areas and at various times when coming into close contact with other students and teachers. Manton Consolidated Schools will provide supplies to support healthy hygiene behaviors, such as soap, hand sanitizer, paper towels, tissues and signage reinforcing proper hand washing techniques and practicing social distancing. Teachers will educate students on proper handwashing, how to sneeze safely and using hand sanitizer after changing any classroom.

Each building at Manton Consolidated Schools will designate a quarantine area for any student that becomes sick with COVID-19 type symptoms at school. Students that are ill with COVID-19 symptoms will be required to wear a face covering in the quarantine area as well as the staff overseeing this area. Students with COVID-19 symptoms will be in the quarantine room until picked up by parents. Students sent home with COVID-19 symptoms will be required to stay home until completely recovered according to District Health guidelines.

Hygiene- please see each individual buildings

Spacing - N/A

Screening - Each building will have a quarantine area to put students who are symptomatic and are waiting for pick-up to go home. On occasion a student may need to be transported home, in which case the staff member(s) transporting that student will wear appropriate PPE's and the school vehicle will be sanitized upon return to the school. All building employees will be screened by filling out a self-screener everyday either using a paper copy or digital copy using a QR code to electronically fill

one out.

Testing: We will follow all local district health guidelines in regards to testing for both students and staff members. Parents and guardians will be notified and provided instructions if a positive diagnosis is made. We will follow the guidelines set by District Health Department #10 for students and staff that are sent home.

Responding to Positive Tests: We will notify our district health department, staff, students, and parents when a positive test is identified keeping private the name of the individual who is diagnosed. We will follow local health department guidelines regarding staff members who have been diagnosed with Covid-19 on when they may return to work.

Food Service, Gathering, and Extra-Curricular Activities: All food service personnel will wear appropriate PPE's. Everyone will wash their hands or hand sanitize before they eat. All gatherings will meet the guidelines using the governor's executive order. Field trips will meet the transportation guidelines.

Cleaning: An additional staff person will be hired to sanitize during the school day

Elementary -

Hygiene

Teachers will require students to use hand sanitizer before entering the classroom.

Teachers will teach the students proper hand washing and have scheduled hand washing times throughout the day.

Students will have their own personal school supplies (no community supplies)

Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

Systematically and frequently check and refill soap and hand sanitizers.

Students will sanitize their hands upon entering the lunchroom

Spacing/Lunchroom

Five students will be seated per table in the lunchroom (each class will have approx. 5 tables).

Students will eat lunch with their grade level.

Spacing/Classroom

Students will be spaced appropriately the best they can. As feasible, all desks will be arranged facing the same direction toward the front of the classroom. Teachers/Staff will be spaced between students the best they can

Medically Vulnerable Students

504 and IEPs will be followed according to their individual medical plan.

Middle School -

Hygiene

We will implement all four of the highly recommended protocols outlined in the Return to School Roadmap.

Medically Vulnerable Students

We will implement both of the highly recommended protocols outlined in the Return to School Roadmap.

High School -Teachers will review protocols for handwashing, sanitizing and sneezing/coughing, Teachers/students will sanitize tables and areas after each class period with provided spray and paper towels

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*.

When cleaning, we may use masks, but not necessarily surgical grade masks.

MCS will follow COVID testing guidelines as developed by District Health Department #10

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- 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**.

Manton Consolidated Schools will adhere to the protocols in Phase 4 with the following adjustments: Desk placement spacing in the classroom will happen as much as feasibly possible. Teachers will maintain spacing between themselves and their students in the classroom as much as possible.

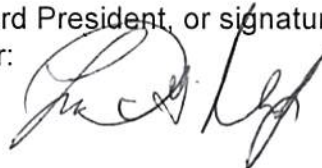
Final Steps for Submission

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: **Board Approved on Monday, August 10, 2020**

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

<http://mantonmi.apptegy.us/o/mcs/browse/142373>



Link to the approved Plan posted on the District/PSA/nonpublic school website:
<https://www.mantonschools.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: Manton Consolidated Schools

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

Date Submitted to State Superintendent and State Treasurer: