

COVID-19 Preparedness and Response Plan



Name of District: LAKE CITY AREA SCHOOLS

Address of District: 710 East Mitchell Street, Lake City MI 49651

District Code Number: 57020

Web Address of the District: www.lakecityschools.net

Name of Intermediate School District: Wexford-Missaukee Intermediate School District

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

Lake City Area School 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*.

Depending upon the Phase of the Safe Start Plan, Lake City Area Schools plans to use a hybrid model of instruction that includes online learning platforms, instructional packets, telephone calls, and projects. All students who need a device will be equipped with a school-issued Chromebook. We have also worked to survey our families to ascertain who does not have reliable internet access. At this time, we are prepared to issue internet access devices to over 500 students at home when needed.

Various grade levels and secondary classes may use a paper and pencil approach at times. These packets will be delivered by United States Postal Service, our food delivery buses, or by staff members. Necessary supplies, such as paper, pencil, crayons, science project materials, etc... will be delivered as needed. All students will have access to grade-level/course textbooks as needed to complete their work.

Students, at a minimum, will have access to two-way communication with staff twice a week. However, depending on grade-level and secondary courses, students will have daily access to two-way communication with staff. This communication will occur synchronously through tools such as Google Meet, Zoom, phone calls, etc... Students will also work daily with their teachers asynchronously with tools such as Google Classroom, Schoology, Michigan Open Book, IXL, Pearson Realize, Open Phys Ed. etc... As an improvement from the 2020-21 school year, the district will implement a consistent website and smartphone app, which will allow for parents and students to better stay organized, connected, and informed. In addition to these virtual methods of interacting, many teachers may use paper packets at times as well. These packets will provide lessons and activities in various subjects, including their electives. Plans are in place to ensure that meaningful data can be obtained by the teachers regarding student progress with these paper lessons. Finally, beyond academics, many staff including teachers, administrators, counselors, and office staff are working to create social interaction to help foster a sense of community. These efforts include creating pen pals with other students, pen pals with teachers, Google Meet and Zoom sessions for the purpose of socializing, etc... For all students, but particularly those who do have internet access, we will work to communicate via phone.

- 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) - 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.

Given that the MI Safe Schools Plan states on multiple pages phrases similar to the one found on page 26, "Cleaning staff should wear a surgical mask, gloves, and a face shield...", the district's lawyers have advised that "face mask" and "face shield" are different items, and "facial covering" refers to "face masks." The district is seeking guidance and clarification from Lansing in hopes of making those phrases synonymous. With approval from Lansing, the district will allow face shields instead of face masks, but that approval has not yet been granted. Although students are strongly encouraged to provide their own facial covering, the district is attempting to provide cloth masks for all students and has procured a stockpile of disposable masks.

Transportation:

Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student who is unable to medically tolerate a facial covering shall provide documentation from a doctor and must not wear one. Any staff or student who 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. Students unwilling to wear a facial covering during transportation will need to walk or find their own alternate form of transportation.

Indoor Hallways and Common Areas:

Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student who is unable to medically tolerate a facial covering shall provide documentation from a doctor and must not wear one. Any student who 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.

Staff:

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 shall provide documentation from a doctor and must not wear one. Any staff member who is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. PreK-5 and special education teachers will attempt to wear clear masks. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day.

Students Grades K-5 in Classroom:

Facial coverings must be worn in classrooms by all students grades K-5 when students are unable to "cohort." (At LCELE we will be able to cohort all students each day.) Students who cohort do not come in close contact with any other students in another class once they enter the school building. Any student who cannot medically tolerate a facial covering shall provide documentation from a doctor and must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one. It is the intention of the district to attempt to cohort as many elementary classes as possible. This will require alternate lunch settings, either in the classroom or a designated area of the small gym. Additionally, alternate recess times must be implemented. Finally, when possible, specials classes will be held in the general education classroom or outside.

Students Grades 6-12 in Classroom:

Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering shall provide documentation from a doctor and must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

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

Lake City Area Schools is currently in Phase 5 and will follow all strongly Recommended Hygiene requirements including:

1. Teaching appropriate Handwashing techniques
2. Educating staff and students on appropriate coughing and sneezing etiquette
3. Students will wash their hands and sanitize regularly throughout the day
4. Additional Handwashing stations will be set up in 4 different locations throughout the buildings
5. Classrooms will have Virus Cleaning Stations in each classroom with Sanitizer Gel, Gloves, Sanitization Wipes, and proper face coverings.

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

LCAS is following all strongly-recommended Cleaning procedures

1. Cleaning all frequently touched surfaces and cleaning with an EPA approved disinfectant
2. Custodial staff are assigned to each building and will follow a schedule of cleaning protocols
3. Common Areas will be cleaned after every use
4. Sanitization/Foggers/Electrostatic Sanitizers will be used nightly to ensure a clean safe working environment
5. Custodial staff will be trained, and will review the cleaning and sanitization protocols prior to the start of the school year.

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

The guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS) is dynamic. The district will comply with all guidance from these associations.

Students, teachers, coaches, 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 coaches and students will be screened for signs/symptoms of COVID-19 prior to a workout. Screening includes a temperature check. Responses to screening questions for each person needs to be recorded and stored so that there is

a record of everyone present in case a student develops COVID-19. Any person with positive symptoms reported will not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.

Individuals will wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts. Hand sanitizer will be plentiful and available to individuals as they transfer from place to place.

Students are encouraged to shower and wash their workout clothing immediately upon returning to home. Vulnerable individuals will not oversee or participate in any workouts.

All equipment will be disinfected before and after use. Efforts, when possible, will be made to limit the use of shared equipment. Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).

When allowed by MHSAA, inter-school competitions will be held. Facial coverings will be worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.

Spectators may be allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding. Further information regarding the allowance of spectators will be coming from MHSAA.

Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment. All students shall bring their own water bottle. Water bottles must not be shared. Hydration stations (water cows, water trough, water fountains, etc...) will not be utilized. The district will not provide hydration stations or shared water bottles/fountains that student-athletes can use. Student-athletes are expected to bring their own water bottles and may not share between teammates. Gallon containers are highly recommended.

Handshakes, fist bumps, and other unnecessary contact is not allowed.

Indoor weight rooms and physical conditioning activities that require shared equipment are allowed with precautions under select Phase allowances. Outdoor physical conditioning activities are allowed while maintaining social distancing.

Large-scale indoor spectator events are suspended. Large-scale outdoor spectator or stadium events are limited to various numbers of people depending upon Phase, and people not part of the same household must maintain six feet of distance from one another. The district is attempting to add live-streaming of its home athletic events to allow for remote viewing.

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

Lake City Area Schools will cooperate with the Missaukee County Health Department regarding implementing protocols for screening students and staff. The district has obtained touchless thermometers and other supplies but awaits further guidance from the health department.

The district will use a room near an exterior door near the office as a designated quarantine area. The district will identify a staff person to care for students who become ill at school. This person will depend on the student in need, time of day, and availability of given staff members.

Students who become ill with symptoms of COVID-19 will 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 will 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 must remain at home until they have tested negative or have completely recovered according to CDC guidelines. The district will work with the students and their families to meet their academic needs during this time.

Staff must conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they must stay home.

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

Lake City Area Schools will fully cooperate with the local public health department regarding implementing protocols for screening students and staff. Additionally, Lake City Area Schools will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, will 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.

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask, if medically feasible, and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Additionally, staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing. Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

In the event of a lab or clinically diagnosed case of COVID-19, families will 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. Additionally, immediate efforts will 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. Also, Lake City Area School will notify the 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 require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.

Lake City Area Schools will 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 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. If possible, smaller areas such as individual classrooms will 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).

In order to increase social distancing for transportation, tiered-busing will be implemented with a staggered start and dismissal for each building. Students will be screened at home using the Trojan Screening App, or they will turn in a signed checklist. Students will use hand sanitizer and masks while on the bus. Students will also sit in assigned seats. Drivers will be required to wear masks /facial coverings, and buses will be cleaned and sanitized after the morning and afternoon runs, or any special runs throughout the day. Students that become ill throughout the day will not be transported via buses.

The bus driver, staff, and all students in grades preK-12, if medically feasible as determined by a physician, must wear facial coverings while on the bus. If students choose not to wear a facial covering on the bus, they must make alternate arrangements for transportation (i.e. walking, personal vehicle, etc.). There may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations will be made on a case-by-case basis with local public health officials.

Prior to all routes, including the morning and afternoon routes, busses will be cleaned and disinfected vehicles with particular attention to 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). Additionally, other transportation equipment

such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily will be cleaned, sanitized, and disinfected. The routines for cleaning the bus will be agreed upon by the transportation and custodial teams and will be individual to each bus and situation.

Children will not be present when a vehicle is being cleaned. If a student becomes sick during the day, as stated earlier they will not use group transportation to return home and must follow the outlined protocols. As with other illnesses, students who are not allowed to board the school vehicle will remain in the office until a guardian or emergency contact can assist in safely returning the students home.

If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students. An alternate driver, and whenever possible an alternate bus, will be used for the route.

Weather permitting, school vehicles will keep doors and windows open while being cleaned and between trips to let the vehicles thoroughly air out. Additionally, weather permitting if appropriate and safe, windows will be kept open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation.

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.

As mentioned previously, for consistency and routine, Lake City Area Schools, at the adoption of this plan, will treat Phases 4 and 5 as the same. All routines and protocols listed above for Phase 4 will remain in place while in Phase 5. If additional information is learned and/or LCAS remains in Phase 5 for a prolonged period of time, this plan may be amended to relax restrictions Required or Strongly Recommended in Phase 4 that are not Required or Strongly Recommended in Phase 5.

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*.**

District Response: ALL

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*.**

District Response: NONE

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.**

District Response: The district intends to follow all Highly Recommended protocols listed in Phase 4. However, the district is concerned about the feasibility of the Highly Recommended protocol within Spacing, Movement and Access on page 23 that states, "Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing

requirements.” The district will make all efforts to meet this recommendation, and fully intends to meet the intention of this guidance, but cannot guarantee full compliance.

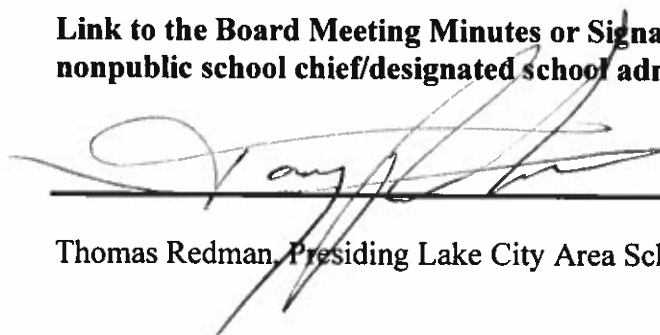
Final Steps for Submission

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 12, 2020

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



Thomas Redman, Presiding Lake City Area Schools Board President

Link to the approved Plan posted on the District/PSA/nonpublic school website:

<https://lakecityschools.net>

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:

Superintendent Kimberly Blaszk

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

Date Submitted to State Superintendent and State Treasurer:

