

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

<https://www.col-essentials.org>

[Finished sample](#)

Name of District: Shepherd Public Schools

Address of District:

District Code Number:

Web Address of the 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

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students

or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.

- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

District and Building Implementation Plan:

The district plans to use an online model of instruction using learning platforms as the primary mode of instruction (i.e Moodle, Schoology, Google Classroom, Seesaw, Michigan Virtual, Board Works, Freckle).

Our district provides a device for all students K-12. The district is providing several wifi-hotspots throughout the area in order for students to utilize the internet. If a student **needs** wifi access at their home because they are unable to go to a wifi hotspot location, they should contact the technology department for assistance.

Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. The student responsibilities are as follows:

- Students will participate in virtual learning by monitoring communications from their teacher(s), participating in virtual instruction, and submitting assignments as requested by their teachers.
- Students will complete and submit assignments. Deadlines based on type of assignment/activity.
- Students unable to participate in learning due to illness or another reason will be provided an opportunity to make-up missed work.
- Students will adhere to the SPS standards of dress for school, choose school appropriate environments in which to connect virtually and uphold school-appropriate behaviors.
- Students shall practice appropriate digital citizenship and abide by the SPS Technology Standards and Student Code of Conduct.
- Students must fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child.

The district will do everything it can to meet student/family needs and allow for full participation. Each school will provide the families with a virtual schedule in order for families to better plan to support their child.

Teachers/Staff will be expected to make contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through phone calls. Teachers will communicate multiple times each week through their instructional platform (i.e. Google Classroom, SeeSaw, Schoology), with an emphasis on continuing to build relationships and maintain connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students working collaboratively.

Curriculum:

Curriculum content will be delivered through the online platform, (Schoology, Google Classroom, Remind, etc.). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) and asynchronous instruction (pre-made videos/lessons) multiple times per week. Content may be supplemented with phone conferencing to support instruction as needed.

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Schoology, Seesaw, Google Classroom). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs.

Students with disabilities will be provided accommodations per their individual plans.

Communication of the Plan

Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access the plan. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. The students will earn grades. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses.

Monitoring Student Wellness/Performance

Teachers will use the instructional platform to monitor student wellness, engagement, attendance, and completion of assignments. They will also keep a log of communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (Project Aware Counselors, DHHS, ISD supports etc.)

Mental Health Supports

The district will provide a survey by Central Michigan Community Mental Health to all parents to determine mental health needs of students and to provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, Project Aware Counselors, ISD supports) will reach out to individual students and families to determine what they may need. 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.

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.

The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.

Families will be provided a video on COVID safety concerns such as; the wearing of masks, expectations for maintenance of face coverings, daily health screenings of their child, etc.

Building, grounds, and transportation signage will be prominent throughout all school facilities and in each designated area of the building, grounds, or bus in regards to masks.

Fabric face coverings will be required for all students K-12. If a student comes to school without a mask, one will be provided. Masks will be available on buses and in all schools.

Fabric and clear face coverings will be provided to preK-5 teachers to help support their instruction. Any other teacher at any grade level may also request a clear face covering if they so choose.

Face coverings are expected to be regularly washed by families.

Exempted individuals will be recorded in a master database and issued a face shield to wear daily in the same areas as masks would be required.

School staff will define, teach and prompt the wearing of face coverings within their predictable school routine. Re-teaching will occur daily until predictable school routines are established.

Students requiring special considerations (example: 504 Plans, IEPs, health care plans) regarding failure to wear a face covering will be referred to their specific case manager for the development of additional interventions.

Guests to the school building (presenters, substitute teachers, etc) will be required to wear a mask or will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building

In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action. We consider the non-wearing of masks/shields to be a violation of the school dress code and disciplinary action will be taken.

2. Hygiene

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

Every classroom will be supplied with handwashing and/or sanitizing stations.

Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.

Teachers will contact the office immediately if supplies run out during the school day.

Each classroom will have a hygiene protocol with timelines that are communicated to staff. It will include;

- Hand-washing/sanitizing schedule
- Room and materials cleaning schedule

Teacher or school nurse will teach students the following on the first days of school and reinforce weekly or more often as needed (this may be done via video)

- proper handwashing on the first days 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 mask/face-covering expectations and protocol will be taught and reinforced as needed.

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.

Custodial staff will clean and sanitize high contact areas throughout the day and buildings will be cleaned every evening. Wednesdays and Fridays, buildings will undergo additional deep cleaning protocols.

Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways.

Monitor hygiene supplies and refill as needed.

Procure hand sanitizing stations as deemed necessary.

Sharing school supplies will be limited, and each student will have their own supplies.

A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

3. **Cleaning**

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

District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations recommended by the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

An inventory related to all cleaning supplies that are in compliance with the EPA-approved disinfectants related to COVID will be taken and orders will be made to address increased cleaning protocols. Inventory will be monitored weekly to ensure proper levels of cleaning supplies are on hand at all times.

All classrooms will be provided hand held sprayers with EPA-approved disinfectant, microfiber towels, face shields and gloves in order to address new cleaning protocols.

Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.

Custodial staff will walk the building wiping all high frequency usage areas between the hours of 8:00 a.m. and 3:00 p.m. Restrooms will be cleaned at the beginning of each day, during lunch and again after lunch. Custodial staff will record the time and date of restroom cleaning including their initials on a chart located in each restroom.

All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will spray EPA-approved disinfectant after each class has exited. This will occur prior to the entrance of the next class.

Classroom teachers will spray EPA-approved disinfectant after each class has exited. This will occur prior to the entrance of the next class.

Playground equipment will be sprayed with an EPA-approved disinfectant weekly.

A training on cleaning materials and protocols will be provided to the staff.

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 athletic programming will occur, based upon the MHSAA guidelines and timelines. Each athletic program will have MHSAA recommended precautionary measures in place for their particular sport or club. Head coaches will maintain records of students who are present at each practice, utilizing the Covid-19 Athlete/Coach Monitoring Form. Coaches will communicate and plan with their Athletic Director/district administration, as needed. The Shepherd Public School District Board of Education reserves the right to modify or cancel any athletic season.

If athletics are postponed or canceled, consideration for resuming athletics for the next available sports season (fall, winter, spring) will be made. (Budgetary priorities for core instruction and safety, as well as the inability to adequately train, clean/disinfect equipment, safely transport students, and spectator and competitor compliance will be taken into consideration.)

5. Screening

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

District and Building Implementation Plan:

A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team

and the Health Department along with the status of any referrals from the prior month.

Each school building will identify a remote and secluded room, to serve as an isolation area. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, and log sheets.

Each building will have an identified and trained staff member to maintain and monitor the room. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment's notice.

From the time of identification of potential infection, the student will not be left unattended by a staff member and a log sheet of activity will be maintained until the student or staff member is safely removed from the building.

Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.

A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.

During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.

The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.

Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through WillSub. Staff will record in the "notes to administrator" on WillSub that they are staying home due to having COVID-19 symptoms. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.

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:

SPS will cooperate with the local public health department regarding implementing protocols for screening students and staff.

Students who develop a fever or become ill with COVID-19 symptoms at school, will wear a mask and be transported to a COVID-19 isolation room until a parent or guardian or emergency contact can pick the student up for off-site testing.

Staff who develop a fever or become ill with COVID-19 symptoms at school, will wear a mask and be sent for off-site testing.

Symptomatic students and staff sent home from school will be kept home according to local health department guidelines.

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. In the event of a lab or clinically diagnosed case of COVID-19, 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) and be required to follow local health department guidelines.

Students and staff will be closely monitored for any symptoms of COVID-19.

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:

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.

An ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.

Busses will be properly cleaned after the departure of the last child from each run. Cleaning logs and bus video will be maintained for a period of 30 days.

Face masks must be worn by all student riders. Masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.

Hand sanitizer dispensers will be mounted at the entrance of each bus and each student will be expected to use the sanitizer before entering the bus. Seating of students will be arranged to provide social distancing as much as possible.

Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific student who for medical reasons will be wearing a face shield in place of 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.

Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

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.

SPS will follow the policies and procedures outlined above for Phase 4 when the region in which SPS is located is in Phase 5 of the Michigan Safe Start Plan. The health and safety of our students and staff are our highest priority. This will also allow for consistency with students and our protocols as our community shifts between Phases 4 and 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*.

SPS will follow all highly recommended protocols outlined in Phase 5 of the Michigan Safe Start Plan.

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*.

Excluded Items:

- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers. (Some schools will not be using lockers; if in use they will be provided individually)
- Due to spacing limitations, physical distancing will not always be possible.

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**.

No.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in

the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:

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

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

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan:

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

Date Submitted to State Superintendent and State Treasurer: