

## COVID - 19 STUDENT HANDBOOK ADDENDUM

Due to the unique circumstances that COVID-19 has created, an addendum of the handbook for the 2020-2021 school year has been created to address certain issues/procedures/protocols. PRAS submitted a COVID-19 Preparedness and Response Plan to the Pine River Area School Board of Education and the WMISD for approval, which outlines the implementation of all mandated precautions to ensure the safety of students and staff. With a coordinated effort by students, families and staff our children will continue to thrive in a caring environment. This handbook addendum specifically details the protocols outlined **in Phase 4** of the aforementioned plan for grades K-5 and 6-12.

We are committed to taking care of our students and staff. Rules, directives, laws, and Executive Orders may change and create disparities with this addendum, but our pledge is to react in proportion to the information provided, always erring on the side of safety and caution.

***If you see a link in this handbook, please click on it for me detailed information on that subject material.***

### **K-12 District Mask and Certain Safety Protocols**

- Facial coverings must be worn by everyone (driver and students) at all times while riding on a bus.
- Face coverings will be provided to K-12 teachers with the requirement to wear the clear mask during instruction for K-5. Any other teacher at any grade level may also request a clear face covering if they so choose. Clear masks (cloth mask with clear area over mouth) may also be required in a classroom where a student with special needs is present.
- Facial coverings will be replenished on busses by the drivers and in the classrooms every evening as needed (inventory to be relayed by teacher and custodians).
- Facial coverings must be worn once in the building by students in grades 6-12 and there will be a station at all entrances to the 4-7 and 8-12 buildings for students who do not ride the bus to school to obtain a facial covering once in the building. Students that ride the bus will be able to obtain a facial covering once they enter the bus. Students can wear their own facial covering but must make sure they keep the facial covering clean on a regular basis. The school will provide masks if students need them. **Face coverings should be washed on a regular basis by putting them in a washer.**
- Executive Order 2020-142 has the power of law and must be obeyed in schools. The health department and governor's office has given direction on this subject of facial coverings.
- Refusing to wear a facial covering is a health department violation and a phone call will be made to the proper, ruling authorities.
- Students in all grades must wear facial coverings that are school appropriate. The question of appropriateness will be determined by administration, but in general follow the dress code rules already in your building's student handbook.
- Facial coverings must be worn by 6-12 students at all times (excluding meals and infrequent, teacher-controlled mask breaks) including school transportation, hallways, and all common areas; **facial coverings are not required for students within K-5 self-contained classrooms; however, facial coverings must be worn by this age group on school transportation, hallways, and in common areas.**
- Individuals (staff or students) who claim **medical exemption** will need to meet with the district Health Safety Officer to provide rationale and documentation. (Begins August 15 and continues throughout the school year). An original signature of a medical doctor or physician's assistant who practices in Michigan is required for an exemption. A form is available online and in all building offices and in the office of the Health Safety Officer. Exempted individuals will be recorded in Powerschool.
- K-12 staff must wear a facial covering at all times except for meals and possible facial covering breaks.
- Staff who are capable of wearing a facial covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including dismissal.
- Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering if needed, 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 at the direction of building administration.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed

to the building administration for review and decisive action.

- Students in the high school will have certain consequences/guidelines outlined in the document at the link titled: [Phase #4 Covering Guidelines](#)

### **K-12 Hygiene Protocols**

- Administrators will ensure that all staff and students are educated on how to cough and sneeze into their elbows, as well as proper handwashing techniques and how to properly dispose of all tissues and paper towels.
- Students and teachers must have scheduled hand washing with soap and water every 2-3 hours. Teachers and staff will help ensure students limit sharing of personal items and supplies such as writing utensils or provide adequate supplies to assign for individual use.
- In addition to classrooms, custodians will provide hand sanitizing stations throughout the buildings.
- Bus Transportation/Maintenance will frequently wash and/or sanitize hands using proper protocols; limit sharing of personal items and supplies and properly dispose of all tissues and paper towels.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol that follows CDC and community health guidelines. Teachers will demonstrate for students on the first day of school and reinforce weekly or more often as needed (this may be done with the help of video or signage)
  - proper handwashing technique
  - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash

It is important that students follow the hygiene guidelines consistently. Students will have to really make a concerted effort not to share items, try to stay at least 6 feet away from others where possible, and refrain from bodily contact as much as possible especially holding hands and hugging/kissing. These actions will not be tolerated.

- Students should not share any items, especially water bottles.
- Students should bring their own water bottles, displaying their first and last name.
- Students should follow any posted directional signage and also practice social distancing as much as possible. When done eating lunch, students shall wear their face coverings during lunch.
- Social distancing is a term that generally means physically distancing oneself from another person by a distance of 6 feet or more.
- **For grade K-12 students we will practice keeping hands to ourselves, not touching students or their possessions.**
- **Physical contact such as holding hands, hugging, or kissing will be strongly discouraged.**

### **K-12 Screening**

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the School Safety Officer and the Health Department along with the status of any referrals from the prior month.  
[Click Here for the Screening and Exposure Plan](#)
- Each school building will identify a remote and secluded room to serve as an isolation area. This room will be outfitted with appropriate PPE: face shields, Surgical Masks, gloves, sanitizing wipes and disinfectant.
- The District Health and Safety Officer is Marc Dennis and the assigned quarantine officers are Aaron Schab - Elementary, Cody Wagatha - Middle School, and Shawn Ruppert - High School. They may be assisted by the building principals and secretaries. These duties will take precedence over any other responsibilities should a health-related situation occur requiring medical attention.

- From the time of identification of potential infection, the student will not be left unsupervised by the quarantine officer/designee and a log sheet of activity will be maintained until the student or staff member is safely removed from the building. Our goal is safety and parent contact.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and upon arrival give the parent directions regarding length of removal according to CDC guidelines.
- Information on how to safely return to school will be given to the parent at that time.
- Should there be a Covid-19 positive clinical diagnosis, the student/parents will be asked by the quarantine officer to self identify the location and individuals the student came into contact with for the past 48 hours to the best of their recollection (per the direction of the health department). Priority will be placed on those individuals that they were in contact with for a sustained period of 15 minutes or more. These questions help inform the school who may need to contact other students/parents.
- The health department will be contacted by the quarantine officer after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- **As part of the screening process, we will need to monitor temperatures of students and adults that are in the building. Therefore, signing this document is providing consent to allow PRAS staff to take and monitor the temperature of students and guests in the building. If you do not want us to monitor the temperature of your students, please mark that down on the acknowledgement form in this handbook.**

### **K-12 Testing**

#### **On-going Monitoring and Mitigation Screening Measures:**

- ***Parents and guardians are asked to check their student's/students' temperature at home every morning before boarding the bus or dropping off at the school using an approved method. Students with a temperature of 100.4°F or greater must stay home and parents should consider contacting their medical health professional and/or testing.***
- ***A screening tool has been provided at the end of the Covid-19 Preparedness and Response plan as well as at the end of the student handbook.***
- Parents and guardians will monitor for symptoms of COVID-19 and contact the school if keeping their child home for further monitoring. Parents should return students to school according to the local health department and CDC guidelines (see chart/appendix at the end of the handbook labeled (“How to handle symptoms and household exposure for students”).

#### **When Displaying Symptoms:**

- **Students** who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported home by parent or guardian/emergency contact.
- An ambulance will be called if the student is clinically unstable, for proper medical care.
- Symptomatic students and staff sent home from school will not return until they have been released from isolation according to local health department and CDC guidelines (negative tests may not be conclusive and therefore may not be enough for clearance to return).

### **K-12 Busing and Student Transportation**

- Use of hand sanitizer is required before entering the bus for all students, staff and drivers.
- All students, drivers, and other school staff will wear a facial covering while on the bus. Any special considerations or alterations to this policy will be made on a case-by-case basis.
- Bus drivers will clean and disinfect all high touched surfaces before and after every route including driver cockpit, seats, arm rests, door handles, windows, grab handles, equipment (i.e. safety harnesses, seat belts, adaptive equipment).

- The School Safety Officer and Transportation Supervisor will create an individual transportation plan for any student who is not allowed to board the bus due to health department guidance; if a student becomes sick during the day they are not allowed to use group transportation home; any driver that becomes sick must be removed from their route/bus until cleared to return.
- Weather permitting, drivers will keep doors and windows open while cleaning and between routes; while in motion, drivers will consider keeping windows open to increase air circulation.
- A weekly meeting will be held with the district transportation supervisor and School Safety Officer to review procedural safeguards.
- 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.
- Drivers will daily ensure the availability of hand sanitizer and PPE supplies at the entrance of each bus.
- Busses will be properly cleaned after the departure of the last child from each run.
- Face 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.
- Communication will be sent as needed to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear a mask in order to be transported unless a medical waiver has been accepted by the school and is on file with the transportation and building offices.
- On those buses with specialized transportation and equipment needs, staff will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

### **6-12 Athletics**

- The district will ensure compliance with all guidance published by MHSAA and NFHS.
- All equipment must be disinfected before and after each use; indoor weight rooms and physical conditioning that requires shared equipment are suspended.
- All players, teachers, coaches and staff must use proper hand hygiene techniques before and after every practice, event, or gathering; each participant must use a clearly marked water bottle for individual use only. Handshakes, fist bumps or other unnecessary contact must not occur.
- Inter-school competitions may be held, but facial coverings must be worn by all players and staff if school-provided transportation is required; spectators are allowed providing that facial coverings are required and 6-foot social distancing can be maintained at all times; all entry and exit points must be monitored and structured to avoid crowding; all large scale indoor events are suspended; large outdoor or stadium events are limited to to 100 people and people not of the same household must maintain six feet of social distancing at all times.

***Note: This handbook addresses COVID -19 elements while in Phase #4. Information about other phases and the full Pine River Area Schools COVID-19 Preparedness and Response Plan can be viewed using the following link: [Pine River Area Schools COVID-19 Preparedness and Response Plan](#)***

## **APPENDIX**

- **Student Screening**
- **Symptoms and Exposures Screening**
- **Face Covering Exemption Form**

## Student Screening

Before leaving for school, please do the following screening. If your child has any of the following symptoms, it indicates a possible illness that may decrease the student's ability to learn and put them at risk for spreading illness to others.

### MARK ALL THAT APPLY

#### Symptoms

- Temperature 100.4 degrees Fahrenheit or feels feverish
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

#### Close Contact/Potential Exposure

In the past 14 days has your child:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR
- Had international travel or have been on a cruise

If the answer is **YES** to any of the **symptom** questions, keep your child(ren) home from school.

If the answer is **YES** to any symptoms question and **YES** to any close contact/potential exposure question or live in an area with high levels of COVID-19 in the community (Risk Level 1-3 found at [www.mistartmap.info](http://www.mistartmap.info)), call the school as soon as possible to let them know the reason your child(ren) won't be there today. Call your healthcare provider right away. If you don't have one or cannot be seen, go to [www.mi.gov/coronavirustest](http://www.mi.gov/coronavirustest) or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.

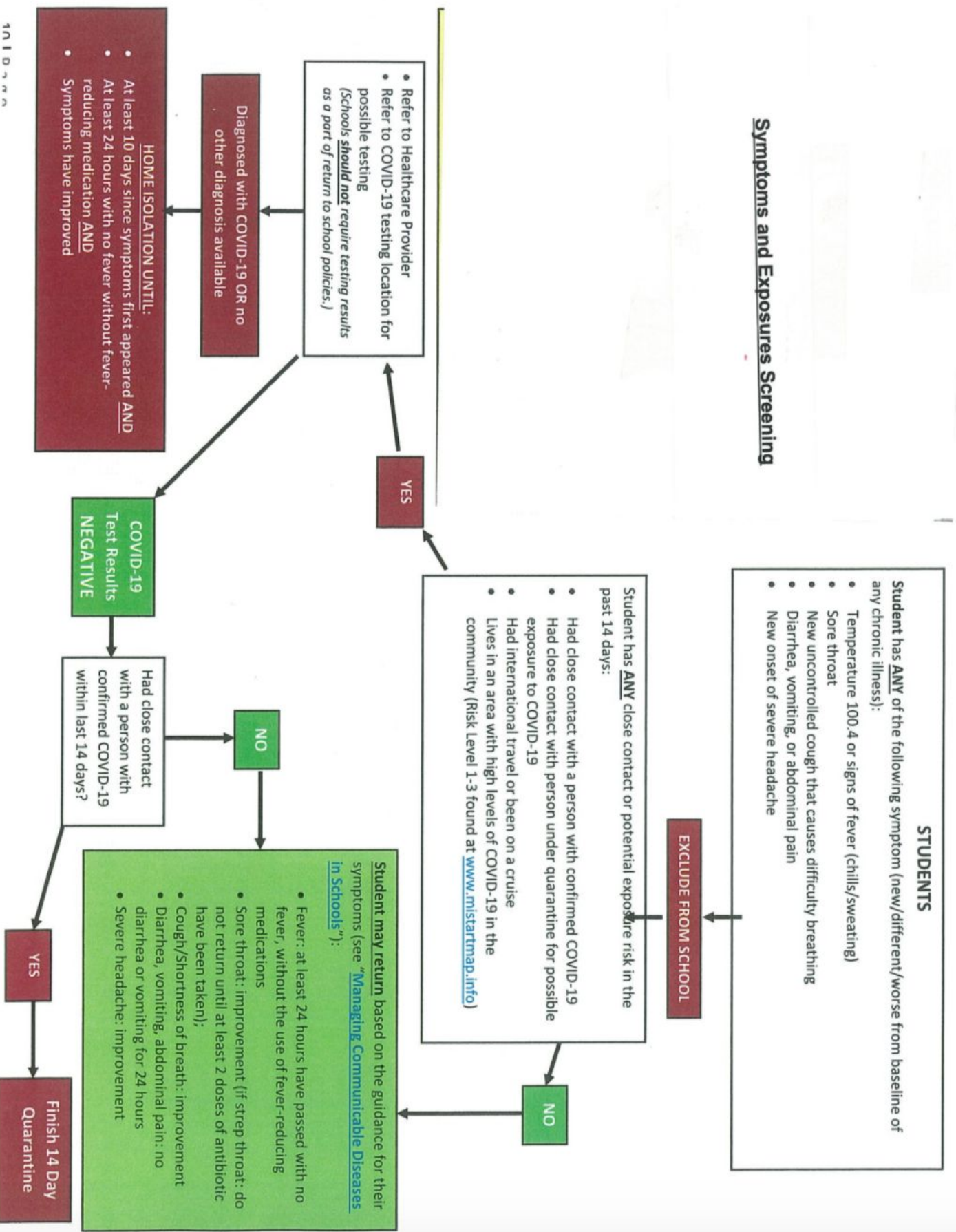
If the answer is **YES** to any of the symptom questions, but **NO** to any close contact/potential exposure questions, your student may return based on the guidance for their symptoms (see "[Managing Communicable Diseases in Schools](#)"):

- Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
- Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken)
- Cough/Shortness of breath: improvement
- Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
- Severe headache: improvement

**DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19.**

Source: Centers for Disease Control and Prevention; [Screening K-12 Students for Symptoms of COVID-19: Limitations and Considerations](#)

## Symptoms and Exposures Screening



# Face Covering Exemption Form

*PLEASE COMPLETE TOP SECTION BEFORE GIVING IT TO YOUR HEALTHCARE PROVIDER*

Student/School Staff Name: _____
Date of Birth: _____ School Name: _____

The above-named individual requires documentation that they are unable to wear a facial covering due to a medical condition. Schools are required to obtain this documentation as they are with any other accommodation\*. We appreciate your time and assistance in this matter.

The above-named individual **cannot** medically tolerate a face covering due to the following medical condition:

\_\_\_\_ Medical condition that causes trouble breathing

\_\_\_\_ Medical condition that makes them unable to remove the cloth face covering without assistance

\_\_\_\_ Has neither of the above contraindications to mask use

If unable to medically tolerate a face covering, this student/staff member **is able** to use a face shield

\_\_\_\_ Yes

\_\_\_\_ No

Healthcare provider name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

\*This list of acceptable conditions along with the guidance for schools to require this documentation from a medical professional has been provided by the state of Michigan and can be found at [https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-535121--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-535121--,00.html) .