

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

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Name of District: Pine River Area Schools

Address of District: 17445 Pine River Road

District Code Number: 67055

Web Address of the District: www.pineriver.org

Name of Intermediate School District: Wexford-Missaukee ISD

Name of Authorizing Body: Pine River Area Schools Board of Education

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.

Note: This also applies to situations when the district closes down face-to-face instruction of its own accord or under the order/direction of the health department.

District and Building Implementation Plan:

The district plans to use a hybrid model of instruction using online learning platforms as the primary mode of instructional delivery (i.e. Google Classroom, Edgenuity, Path Blazer, and Class Dojo). The district will provide devices in grades K-12 as well as community hotspots for those without internet access at home. Students or parents who request, will be provided instructional materials through a weekly and/or bi-weekly instructional packet. 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 district will do everything it can to meet student/family needs and allow for full participation.

For students enrolled in Buck Virtual, the 100% online all-the-time enrollment option, students will be receiving a packet with instructions and then be guided by the online vendor (Edgenuity, Path Blazers, etc.).

Teachers/Staff will be expected to make at least a weekly two-way contact/communication with all students and/or parents (parents are to be cc'ed in any electronic communicate to enhance relationships and strengthen the educational impact of remote learning. Best practice instructs that all communication with students include the parent/guardian.). This may be done through the use of technology (i.e. virtual meeting, email, Google Hangout, Dojo) or through weekly phone calls and will be logged and maintained by teachers so as to be printable for the building principal and parents if needed. For students with technology access, teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, Class Dojo, etc.), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building

relationships, and maintaining connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

For students with technology access, content will be delivered chiefly through the online platform (Path Blazer, Edgenuity, Google Classroom, Class Dojo, etc.). Per the master agreement, teachers will continue to physically report to their assigned classrooms and provide synchronous instruction per student and teacher master schedule at least three times per week, asynchronous instruction through pre-made videos/lessons multiple times per week, and be available for class meetings or office hours on a scheduled basis via the building principal. This will be supplemented with phone conferencing to support instruction. Building schedules will be finalized and shared with building teachers as soon as possible.

Synchronous -- in real time

Asynchronous -- time delayed, usually via video or electronic link, for retrieval at a latter or different time

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets and/or alternative mode of delivery will be marked, graded, and returned within one week of receipt or by arrangement between teacher and student/parent. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call could also be used as a follow-up if needed.

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. 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 district/building 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. Teachers will use one of the platforms listed above to keep parents and students up to date.

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 be issued marks and grades consistent with the college/post-secondary institution's procedure.

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. If needed, the district will ensure the student has the necessary resources.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets.

Academic feedback to the student will be regular and periodic depending on parent/guardian availability and preference. The inability to establish a consistent completion and/or communication venue with a parent or student may be raised via email or phone call to the building principal or counselor to develop a plan to connect with the student and family (may be initiated by teacher or student/parent). Additional support agencies may be sought to make these connections (31N Coordinator, DHHS, ISD supports etc.) or act as a liaison with the family.

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, 31N Coordinator, 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 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.

District and Building Implementation Plan:

- 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. (Aug. 1- Aug. 26)
- Students and parents will be provided written expectations for maintenance of face coverings (handbook, other). Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. Refusal to sign such an awareness acknowledgement does not exclude the requirements for wearing masks by students, parents, or staff. (Aug. 1 - Aug. 26)
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 17)
- 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.

- Masks will be replenished on busses by the drivers and in the classrooms every evening as needed (inventory to be relayed by teacher and custodians).
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Officer to provide rationale and documentation. (Begins Aug. 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.
- Exempted individuals will be recorded in Powerschool.
- 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 common areas; facial coverings are not required for students within K-5 self-contained classrooms; however, masks must be worn by this age group on school transportation, hallways, and in common areas.
- 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 masks.
- Refusing to wear a mask is a health department violation and a phone call will be made to the proper, ruling authorities and may require notification to law enforcement.
- If a student is not wearing a face covering, they will be asked to put one on and the incident will be recorded. If the same student is continually being asked to put their face covering on, the student will be sent to a building administrator or Dean of Students. A phone call will be made to the parent or guardian. The conversation will emphasize the importance of complying with the requirement of wearing a face covering and the consequence of having to be reminded constantly. After this conversation, the matter will be logged into Powerschool. If the same student still persists on being constantly reminded to put his/her face covering on, then said student will be suspended out of school up to 2 days along with a notice to the home. Once a student returns from suspension, he/she is expected to comply with the requirement of wearing a face mask without being reminded. If the student cannot or will not comply, he/she will be disenrolled from face-to-face instruction and enrolled in a 100% virtual program through Pine River.
- If a student refuses to wear a face covering when asked by a Pine River staff member, the student will be escorted or be removed from the class. A call will be made home to the parent or guardian. The student will be suspended from school for 2 days for refusing to wear a face covering. This will be documented in Powerschool. If the student returns to school and still refuses to wear the face covering, he/she will be suspended for 3-5 days and the parents notified. At this time, parents will be notified that if a student cannot comply with the face mask covering requirement upon return the next consequence will be removed from face-to-face instruction and enrolled in remote learning determined by administration and will not be permitted to attend or participate in any extracurricular events/activities held at the school or sponsored by the school.
- K-12 staff must wear a face mask at all times except for meals and possible mask breaks.

- Staff who are capable of wearing a face mask and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- 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.

2. Hygiene

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

District and Building Implementation Plan:

- Staff will be provided with a PPE kit including personal hand sanitizer, face shield, gloves and surgical masks. Staff are to monitor and report to admin when supplies are low and need to be restocked. All staff are to teach and reinforce proper handwashing techniques to students.
- Students and teachers must have scheduled hand washing with soap and water every 2-3 hours. Limit sharing of personal items and supplies such as writing utensils. Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual use.
- Students will frequently wash and/or sanitize hands using proper protocols; limit sharing of personal items and supplies; properly dispose of all tissues and paper towels.
- Students will limit sharing of personal items and supplies such as writing utensils. Students and teachers must have scheduled hand washing with soap and water every 2-3 hours. The district will educate staff and students on how to cough and sneeze into their elbows, as well as proper handwashing techniques.
- Custodial will systematically and frequently check and refill soap and hand sanitizers in all locations.
- Custodians will provide hand sanitizing stations to set up throughout school buildings.
- Bus Transportation/Maintenance will frequently wash and/or sanitize hands using proper protocols; limit sharing of personal items and supplies; 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 via 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

3. Cleaning

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

District and Building Implementation Plan:

- 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 the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- K-5 teachers are responsible to ensure that common areas including light switches, doors and handles, seating, desks, tables, and commonly shared classroom materials are wiped down using EPA-approved disinfectant at least every 4 hours; all staff must wear gloves, surgical mask, and face shield while performing cleaning duties.
- 6-12 teachers are responsible to ensure that common areas are wiped down after every class period and includes light switches, doors and handles, seating, desks, tables, and commonly shared classroom materials are wiped down using EPA-approved disinfectant; all staff must wear gloves, surgical mask, and face shield while performing cleaning duties.
- Office area high touch surfaces including counter tops, desk tops, door handles, phones, etc. must be wiped down at least every 4 hours by office staff.
- Libraries, computer labs, bathrooms, drinking fountains, and other high touch surfaces are to be cleaned by custodial or assigned staff every 4 hours using EPA-approved disinfectant.
- Playground structures must undergo normal routine cleaning, EPA-approved disinfectant is not required
- Staff must be wiped down shared technology with EPA-approved disinfectant after use.
- An inventory related to all cleaning supplies that are in compliance with the EPA related to COVID-19 will be taken and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for usage in different wings, i.e. custodial closet in the 4-5th grade hallway, gym storage room.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels and/or microfiber hand towels, face shields and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- 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 or other assigned staff will walk the building wiping all high frequency usage areas by 10:00 a.m., 1:00 p.m, 4:00 p.m, and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- Training on cleaning materials and protocols will be provided to the staff the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Athletics

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

- Comply 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 require 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 six feet 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.

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 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 log sheets.
- Each building will have an identified and trained staff person to serve as the "quarantine officer," Marc Dennis- District, Aaron Schab- Elementary, Cody Wagatha- Middle School, Shawn Ruppert- High School. These duties will take precedence over any other responsibilities and therefore this individual or his/her designee 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 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.
- 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.
 - Refer to: *How to handle symptoms and household exposures for students flowchart at the end of plan.*
- Pending a 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.

- 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.
- 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. The School Safety Officer 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.
 - Refer to: Flowchart and legal framework.
- Positive tests for staff members will result in a required quarantine away from school. The protocol provided by the Central Michigan District Health Department will be adhered to.

6. Testing

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

On-going Monitoring and Mitigation Screening Measures:

- Parents and guardians will check 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.
- Staff will monitor all students for symptoms throughout the day and send to the office for further monitoring of those students who display symptoms (temperature check, symptoms monitoring) and call appropriate parent/guardian contact to take the student home (follow above protocols).
- 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 charts provided for the home).

When Displaying Symptoms:

- **Students** who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by parent or guardian, emergency contact or ambulance if clinically unstable, for off-site testing.
- **Staff** who develop a fever or become ill with COVID-19 stems at school should wear a mask and leave the premises for further monitoring and/or testing, per local health department and CDC guidelines.
- 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).

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:

- Contact will be made to all transportation personnel that support the district to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- 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 on a case-by-case basis.
- 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 a 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; any driver that becomes sick must be removed from their route/bus until cleared to return.
- Weather permitting, keep doors and windows open while cleaning and between routes; consider keeping windows open while in motion in order 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.
- Ensure the availability of hand sanitizer and PPE supplies at the entrance of each bus.
- 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.
- 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 it 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.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- 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, staff 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.

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*.

Personal Protective Equipment

- Facial coverings must always be worn by staff, except in the classroom, where it will be an option for staff when six feet or more away from another person.
- Facial coverings must be worn by all K-12 students in the buildings, except in the classroom, where it will be an option, ***unless directed to do so by the classroom teacher.***
- If staff or students are unable to medically tolerate a facial covering they should not wear one, but must produce a medical doctor's note with an original signature stating the same.

Hygiene

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

Screening

- Every school should identify or designate a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school should 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 should 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 should be kept home until they have been cleared to return per the county health department current guidance and have completely recovered according to CDC guidelines.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Testing

- **Students** who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by parent or guardian, emergency contact--or ambulance if clinically unstable--for off-site testing.
- **Staff** who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and leave the premises for further monitoring and/or testing, per local health.

department and CDC guidelines.

- Symptomatic students and staff sent home from school will not return until they have been released from isolation according to the local health department and CDC guidelines.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school building to encourage closer observation for any symptoms at home.

Responding to Positive Tests Among Staff and Students

- Notify 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.
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide guidance about the return to work, using the most current guidelines from the CDC.

Food Service, Gathering, and Extracurricular Activities

- Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff should wash their hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.
- If field trips are approved, they should comply with transportation guidelines within the Roadmap document, with facial coverings required for all those traveling.

Athletics

- Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy without any symptoms prior to the event.
- All equipment must be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of equipment.

Cleaning

- Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize the sharing of materials between students, as able.
- Student desks should be wiped down with either an EPA-approved disinfectant, 70% alcohol solution, or diluted bleach solution after every class period.
- Playground structures should continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- Ensure safe and correct use and storage of cleaning and disinfection products, including

storing products securely away from children, and with adequate ventilation when staff uses such products.

Busing and Student Transportation

- Strongly encourage the use of a hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students K-12, must--unless it is not medically feasible--wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., Surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adoptive equipment being transported to schools.
- Create a plan for getting students home safely if they are not allowed to board a vehicle.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow the protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students or work in other capacities until medically cleared in accordance with the health department and CDC guidelines..

Medically Vulnerable Students and Staff

- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments as may be feasible.

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*. 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**.

- Space desks 6 ft apart in classrooms, class sizes should be kept a level affordable to necessary spacing requirements.
 - *Building space does not allow for 6 feet of separation per desk. Distancing will be used as much as possible when large tables are used.*
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
 - *Community input from parents has indicated that they do not want to prohibit teachers from being close to students during class and instruction.*
 - *It is necessary to have guests in the building from time to time for the purpose of IEP, 504, Behavioral, or any type of meeting requiring parents and/or guardians.*
- Facial coverings **are not required** to be worn by K-5 staff or students once inside the classroom. 6-12 teachers have the option of enforcing a classroom rule to wear masks, unless

it is not medically feasible to do so.

Staff input and community input from parents has indicated that they want teachers and students to feel unencumbered and be able to see one another's facial expressions. Mandatory mask wearing was the biggest concern for our parents on our community survey--the community does not like it. Classroom teachers for students in grades 6-12 will have the authority to require mask wearing in their classroom where medically feasible.

The number of cases in Lake and Osceola Counties is smaller far than the neighboring Wexford and Missaukee Counties to our immediate north, where all schools are in Region 6 and have the option--not the requirement--of wearing a mask, as they are in Phase 5 despite higher numbers of Covid-19..

Students and staff will retain the option of wearing a mask at any time in Phase 5.

A majority of parents, community and Board members feel that wearing masks is obtrusive and undermines a genuine exchange of free thought; students and staff retain the option of wearing a mask at any time.

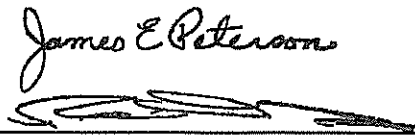
- Facial coverings are **required** to be worn in hallways and common areas by all K-12 staff and students in the building except for during meals.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

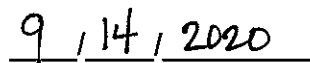
Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 10, 2020

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



Jim Peterson, President, Pine River

Area Schools Board of Education



Date (Amended)

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: Matt Lukshaitis, Superintendent, Pine River Area Schools

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 11, 2020

Revised and sent: September 15, 2020

Date Submitted to State Superintendent and State Treasurer:

