

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

August 11, 2020

Name of District: The James & Grace Lee Boggs School

Address of District: 4141 Mitchell St., Detroit, MI 48207

District Code Number: 82706

Web Address of the District: www.boggsschool.org

Name of Intermediate School District: Wayne RESA

Name of Authorizing Body (if applicable): Eastern Michigan University

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* **or when the region is in Phase 4 and the District has determined that in-person school is still unsafe.**
 - 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.

I. Physical Space

- A. School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.
- B. Custodial
 - 1. Custodial and maintenance will focus on general upkeep and readying building for eventual student return, following Phase 4 guidelines.
 - 2. The District will execute school cleaning and disinfection protocols according to the CDC School Decision Tree.

II. Curriculum & Instruction

- A. Based on input from a Reopening Task Force made up of multiple school stakeholders, we will be emphasizing a healing-centered curriculum based on Michigan Common Core State Standards and aligned with our regular Place-Based curriculum units. This plan will integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. MDE and multiple other resources have been consulted for high-quality digital resources and platforms.
- B. When appropriate, students will be provided diagnostic or screener assessments to determine instructional decisions regarding student needs. These decisions will be made by teachers and shared with students and their families.
- C. A Curriculum and Instruction Committee has been assembled to continuously monitor teaching and learning, incorporating feedback from staff and families to improve its effectiveness.
- D. Time has been allotted in the school calendar and schedule for ongoing staff collaboration, coaching, and learning opportunities.

- E. The District will share the Remote Plan with all involved stakeholders of the District, in their home language.
- F. Monitoring
 - 1. The District has surveyed all families to determine connectivity needs and will provide loaned devices to each child in the district that does not have their own and purchase hot spots for those families without internet.
 - 2. A Family Engagement Committee has been assembled to provide IT support for families and to monitor and address difficulties.
 - 3. Teachers will monitor student attendance daily and the district will incorporate relationship mapping to connect every family with someone in the community to maintain connection, including managing attendance needs.
 - 4. Teachers will access student work based on district created and curriculum-based rubrics and provide feedback to students and families. Monitoring student work will include student self-assessment and reflection.

III. Technology

- A. A Technology Committee has been created to research and recommend a Learning Management System (LMS) for use at the K-5 and 6-8 levels. A decision will be made and shared by Friday, August 14.
- B. At-Home Use of Technology
 - 1. The District has surveyed families to collect information about the numbers, types, and condition of devices used in their homes to support remote learning and the status of home internet connectivity.
- C. Teaching Families to Use Technology
 - 1. The Technology Committee will prepare a manual for each family appropriate to grade level, available online and in hard copy, on how to access LMS and other electronic school resources.
 - 2. Classroom Teachers will meet with each family, individually and/or in small groups, to review use of technology.

IV. Intervention & Special Education

- A. MTSS
 - 1. The MTSS Coordinator will facilitate a collaborative staff of General Education Teachers, General Aides, and Literacy Aides, along with our Mental Health Counselor and Literacy Coach to review Tier 2 and Tier 3 needs and design accommodations and match services for students in need of support in the areas of academics and social-emotional behavior.
 - 2. The Intervention Team will remain connected to MDE policies and guidance about appropriate curriculum and instruction for students in need of additional support and conduct checkpoints with school leaders to monitor student progress.
 - 3. General Aides will be relied upon heavily to work in collaboration with the MTSS Intervention Team to support online learning for students in Tier 2 and 3 in the area of academics and social-emotional behavior. This work could look like supporting Teachers in whole-classroom, synchronous online instruction, asynchronous online small groups, family IT support, monitoring attendance and student work, and maintaining connection with families.
 - 4. Literacy Aides will work closely with the MTSS Intervention Team to provide small group instruction for students needing extra support in reading and also will be another point of contact for connection with families.

B. Special Education

1. The Special Education Coordinator will facilitate a collaborative staff of General Education Teachers, General Aides, Independence Paraprofessionals, and service providers to review student IEPs and 504 Plans to design accommodations and ensure continuation of special services. This collaborative team will ensure that there are delivery methods for instruction and assessments as outlined in IEPs and 504 Plans. This team will especially consider the needs of students around online accessibility and necessary assistive technologies.
2. The Special Education team will remain connected to MDE policies and guidance about appropriate special education programming and conduct checkpoints with school leaders to monitor student progress.
3. Independence Paraprofessionals will be relied upon heavily to work in collaboration with the special education team to provide online support for students with disabilities, especially with those Students who will need pre-teaching, re-teaching, and help with attending to online instruction.

V. Social-Emotional Support

- A. This District's mission and vision have always been centered on the social-emotional health of the community. This ethic is key to our approach to teaching and learning this year. We will be following the recommendations of the Collaborative of Academic, Social and Emotional Learning (CASEL) organization from their Roadmap for Reopening Schools <https://casel.org/wp-content/uploads/2020/07/SEL-ROADMAP.pdf> The Roadmap defines four critical practices for addressing the social and emotional needs of students, staff, and families.

B. Additional Supports for Families

1. We have a schoolwide system of communication that allows real time text communication with families along with the means to reach families via social media, email, and phone, depending on the preference of the family. We will use all of these methods to communicate about the closure and reopening, decisions about grades, assessments, instructional time, instructional workload, and family resources.
2. In addition to the above communication methods, there will be classroom meetings, administrator virtual coffee chats, and workshops for families to engage them in our curriculum and instruction and delivery as well as addressing mental health concerns, and resources related to COVID-19.
3. Daily schedules are staggered by grade level band to accommodate the developmental ranges of our students, from early childhood to adolescence. This will also allow families to support multiple children in gaining connectivity and protecting home internet bandwidth.
4. Our Mental Health Counselor will compile a list of wellness resources to share with families.

C. Additional Supports for Students

1. Arts Programming will remain robust with multiple virtual options that include yoga, PE, visual arts, poetry, and others.
2. Student leadership groups will allow students voice in school systems that affect their experience. There will be staff checkpoints to learn from students about their school experience this year.
3. Our Mental Health Counselor will be providing screening for students to identify students that may need extra support in social and emotional care. In addition, she will create a list of wellness resources to share with students.
4. Our trauma specialist will help establish a crisis management plan that can be activated in case of a crisis.

D. Additional Supports for Staff

1. In addition to attending to the social-emotional needs of staff and establishing routines for self-care, the District will provide staff with timely, responsive, and ongoing training/professional development to address specific, school-based issues and concerns.
2. The District will work with a trauma specialist to screen staff for symptoms of secondary trauma symptoms.
3. The District will work with our Mental Health Counselor to compile a list of wellness resources to share with staff.

VI. Arts Programming

- A. The arts programming will include a robust menu of virtual classes open to all grade level bands. The programming will include Yoga, Music Appreciation, P.E., Cooking and Nutrition, Spanish, Poetry, and African Drum and Dance.
- B. Materials for each offering will be dropped off to student homes as needed.

VII. Meal Distribution

- A. Families interested in participating in our food distribution program will complete an enrollment form prior to the first day of school.
- B. School food will be packaged onsite or delivered to school weekly in 5-day portions of breakfast and lunch.
- C. Families with transportation will pick up food weekly. The Family Engagement Committee will coordinate weekly food delivery to families unable to pick up themselves.

VIII. Extra-Curricular Programming and Athletics

- A. Extra-Curricular Programming is suspended.
- B. Athletics are suspended.

- 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 **and the District has determined it is safe to return to in-person learning**. 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.

PPE

- A. All students and staff will wear masks, except during meals, outdoor play when physical distancing is possible, and when wearing a mask is not medically tolerated.
- B. The District will 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 will update their care plans as needed to decrease their risk for exposure to COVID-19.
- C. The District will 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.
- D. Students and staff will be asked to provide their own masks.
 1. Handmade masks must be washed daily.
 2. Disposable masks must be disposed of daily.
 3. The school will keep a reserve of masks on hand for any student or staff member who does not bring one.

2. Hygiene

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

Hygiene

- I. The District will 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).
- II. School staff will 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.
- III. School staff will educate students on how 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.
- IV. The Custodian will systematically and frequently check and refill soap and hand sanitizers.
- V. Students and Teachers will have scheduled handwashing with soap and water every 2-3 hours.
- VI. Teachers will limit the sharing of personal items and supplies such as writing utensils.
- VII. Students will keep personal items separate and in individually labeled lockers or cubbies.
- VIII. The District will procure an outdoor hand-washing station for outdoor recreation time.

3. Use of Physical Space

Physical Space

- I. Desks will be exclusively utilized (in lieu of tables), facing one direction, and spaced six feet apart.

- II. Teachers will maintain a distance of six feet from students and other staff when possible.
- III. Families will be surveyed to see which will plan to attend full-time in-person, which would prefer to continue at-home learning, and which would consider a hybrid of both. Based on the data, the weekly schedule may be structured to create a hybrid model where students attend school on alternating days.
- IV. Parents/guardians, volunteers, and other visitors will be excluded from the building except in extenuating circumstances.
 - A. Adult guests entering the building will be screened for symptoms, must wear a facial covering, and must wash/sanitize hands prior to entering.
 - B. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- V. Signage, floor, and seating markings will be used to show proper social distancing spacing.
- VI. Windows will be kept open as often as possible, and outdoor learning spaces will be used whenever appropriate.
- VII. Students will remain in one classroom throughout the day, with Teachers traveling to them. When they need to move, their transition schedule will be staggered to minimize/eliminate mingling of students from different classes.
- VIII. Assemblies
 - A. Indoor assemblies including students from more than one classroom are suspended.
 - B. Outdoor assemblies will not include more than 50 students at a time.
- IX. Recess
 - A. Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students.
 - B. If more than one class is outside, students will wear facial coverings.
- X. Students will be dismissed directly from their classrooms or outside areas where social distancing is possible. Parents/guardians will remain in vehicles for pick-up and drop-off.
- XI. To avoid traffic in multiple directions, one door will be designated as entrance only; other doors will be designated as exits.
- XII. Arts programming and Library will be brought to classrooms to avoid movement within the building.
- XIII. Meals
 - A. Meals will be served and consumed outdoors, in classrooms, or in the cafeteria with six feet or more spacing between students.
 - B. Serving staff will use barrier protection including gloves, face shields, and surgical masks.
 - C. Students, Teachers, and food service staff will wash hands before and after every meal.
- XIV. Extra-Curricular Programming may continue with mask-wearing and social distancing in place.

4. Cleaning

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

Cleaning

- I. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- II. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- III. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class/group change.
- IV. Playground structures will continue to undergo normal routine cleaning.
- V. The District will 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 use products.
- VI. Staff will wear gloves, surgical mask, and face shield when performing all cleaning activities.

4. Athletics

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

Athletics

- I. The District will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- II. Students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event or will not participate.
- III. All equipment will be disinfected before and after use.
- IV. Inter-school competitions may be held, but students must be driven individually; no buses will be provided.
- V. Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times.
 - A. Attention must be given to entry and exit points to prevent crowding.
 - B. Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.
- VI. Water bottles must not be shared.
- VII. Students will acknowledge the opposing team at the end of each game in a contact-free manner.

VIII. Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.

5. Screening

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

Screening

- I. The District will cooperate with the Detroit Health Department regarding implementing protocols for screening students and staff.
- II. The District has a designated quarantine area for students experiencing symptoms.
- III. Symptomatic students will be picked up by a parent or guardian and asked to present a negative COVID-19 test or have completely recovered according to CDC guidelines before returning to school. For severe symptoms, see below (Testing).
- IV. Staff will do daily self-screening and complete and sign a screening form. Staff members will be asked to stay home if exhibiting symptoms.
- V. Families will be asked to screen their children before bringing them to school. Families will be provided with a screening list and a thermometer if they don't have one.

6. Testing

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

Testing

- I. The District will cooperate with the Detroit Health Department regarding implementing protocols for screening students and staff.
- II. Families will be asked during orientation to consider the health of the community when making decisions about sending child(ren) to school each day, reporting symptoms, and responding to contact tracers.
- III. Students exhibiting severe symptoms will be picked up by a parent or guardian or transported by ambulance for offsite COVID-19 testing. They will be asked to present a negative COVID-19 test or have completely recovered according to CDC guidelines before returning to school.
- IV. The District will notify families 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.
- V. Students and staff in close contact (e.g. same classroom) as a student diagnosed with COVID-19 should be notified and asked to quarantine for 14 days at home.
- VI. The District will cooperate with the local public health department if a confirmed case of

COVID-19 is identified, and in particular, will collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.

- VII. The District will 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.
 - A. Staff will be apprised of confidentiality laws and guidelines regarding positive cases.
- VIII. Employees with confirmed cases of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- IX. Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of areas used by students or staff members who have tested positive. When possible, that area will be closed for 24 hours prior to cleaning to minimize the risk of airborne particles.

7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

Transportation

- I. The District does not provide transportation. Families will be encouraged to transport only their own children whenever possible and wear masks in their vehicles or on public transportation when not possible.
- II. Off-site field trips requiring car or bus transportation are suspended.

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*.

I. PPE

- A. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- B. Homemade facial coverings will be washed daily.
- C. Disposable facial coverings will be disposed of at the end of each day.
- D. Facial Coverings (Staff)
 - 1. Masks will always be worn by staff except for meals.
 - 2. Any staff member who cannot medically tolerate a facial covering should not wear one.
 - 3. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.

4. K-5 and Special Education teachers will consider wearing clear masks.

E. Facial Coverings (Students)

1. Facial coverings will always be worn in hallways and common areas by K-8 students in the building except for during meals.
2. Any student that is unable to medically tolerate a facial covering should not wear one.
3. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one.
4. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.
5. The District will 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 update their care plans as needed to decrease their risk for exposure to COVID-19.
6. The District will 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.

II. Hygiene

- A. The District will 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).
- B. Teachers will 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.
- C. Teachers will teach students to cough and sneeze into their elbows or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- D. Students will remain in one classroom for most or all of the day, with exceptions for recess and use of bathrooms. However, when movement is required, students will wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom will wash their hands or use sanitizer every time a new group of students enters their room.

III. Physical Space

- A. Desks will be exclusively utilized (in lieu of tables), facing one direction and spaced 6 feet apart.
- B. Teaching staff will maintain a distance of 6 feet from students and other staff when possible.
- C. Signage, floor, and seating markings will be used to show proper social distancing spacing.
- D. Windows will be kept open as often as possible, and outdoor learning spaces will be used whenever appropriate.
- E. Students will remain in one classroom throughout the day, with teachers traveling to them. When they need to move, their transition schedule will be staggered to minimize/eliminate mingling of students from different classes.

- F. Students will be dismissed directly from their classrooms or outside areas where social distancing is possible. Parents and guardians will remain in vehicles for pick-up and drop-off.
- G. To avoid traffic in multiple directions, one door will be designated as entrance only; other doors will be designated as exits.
- H. Arts Programming and Library will be brought to classrooms to avoid movement within the building.

IV. Screening

- A. The District will identify and designate a quarantine area and a staff person to care for children who become ill at school.
- B. Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- C. Symptomatic students sent home from school must be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- D. Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they must stay home.
- E. Parents, volunteers, and other visitors will be excluded from the building except in extenuating circumstances.
 - 1. Adult guests entering the building will be screened for symptoms, must wear a facial covering, and must wash/sanitize hands prior to entering.
 - 2. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- F. Families will be asked to screen their children before bringing them to school. Families will be provided with a screening list and a thermometer if they don't have one.

V. Testing

- A. Families will be asked during orientation to consider the health of the community when making decisions about sending child(ren) to school each day, reporting symptoms, and responding to contact tracers.
- B. Students exhibiting severe symptoms will be picked up by a parent or guardian or transported by ambulance for offsite COVID-19 testing. They will be asked to present a negative COVID-19 test or have completely recovered according to CDC guidelines before returning to school.
- C. The school will notify families 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.
- D. Students and staff in close contact (e.g. same classroom) as a student diagnosed with COVID-19 should be notified and asked to quarantine for 14 days at home.

- E. The District will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, will collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.
- F. The District will 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.
 - 1. Staff will be apprised of confidentiality laws and guidelines regarding positive cases.
- G. Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- H. Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of areas used by students or staff members who have tested positive. When possible, that area will be closed for 24 hours prior to cleaning to minimize the risk of airborne particles.

VI. Social-Emotional Support

- A. All Phase 3-4 protocols will remain in place.

VII. Food Service, Gatherings, and Extra-Curricular Activities

- A. Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- B. Students, teachers, and cafeteria staff will wash hands before and after every meal.
- C. All gatherings, including those that occur outdoors will comply with current and future executive orders that set caps on congregations of people.
- D. If field trips occur, they must comply with transportation guidelines within this document, including mandatory facial covering.

VIII. Athletics

- A. 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.
- B. Students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event or will not participate.
- C. All equipment will be disinfected before and after use.
- D. Inter-school competitions may be held, but students must be driven individually; no buses will be provided.
- E. Water bottles must not be shared.

IX. Cleaning

- A. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- B. Libraries, computer labs, arts, and other hands- on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant_or diluted bleach solution.
- C. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class/group change.
- D. Playground structures will continue to undergo normal routine cleaning.
- E. The District will 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 use products.
- F. Staff will wear gloves, surgical mask, and face shield when performing all cleaning activities.

X. Transportation

- A. The District does not provide transportation. Families will be encouraged to transport only their own children whenever possible and wear masks in their vehicles or on public transportation when not possible.

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*.

N/A

- 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: August 12, 2020

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: Amanda Rosman

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

Date Submitted to State Superintendent and State Treasurer: