

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
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Name of District: Kelloggsville Public Schools

Address of District: 242 52nd. St. Kentwood MI, 49548

District Code Number: 41140

Web Address of the District: www.kvilleps.org

Name of Intermediate School District: Kent ISD

Name of Authorizing Body (if applicable):

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*.

If we are in Phases 1, 2 or 3, Kelloggsville Public Schools will use components of the Continuity of Learning Plan that was drafted last spring. It can be found here- [KPS Continuity of Learning Plan](#). However, there have been some changes to the original plan. Here is a summary of changes for the 20-21 school year, along with several other important points.

1. Kelloggsville Public Schools has purchased two online platforms that will be the basis for online instruction. For grades Pre-K through 2, students will access content through Accelerate Education. The content from this platform will be aligned with our current curriculum maps to ensure that students are on track when we return to in-classroom instruction. For grades 3-12, students will be taught using the Odysseyware platform. Like Accelerate Education, the content will be customized to fit our curriculum. There is an extensive training schedule that has been put into place to make sure that all staff can effectively use these online platforms for daily instruction.
2. We will provide Chromebooks to all students in grades Y5-12. We are working with Comcast, AT&T, and Verizon to make sure that all homes have access to the internet.
3. We have purchased software to assist with online instruction-
 - a. Clever Badges for students in grades Y5-5 to simplify the logging in process.
 - b. Screencastify for all staff so that lessons can be recorded and shared with students when appropriate.
 - c. NetRef for internet safety
4. Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting or email) or through weekly phone calls. Teachers can also communicate with students through the instructional platform- Google Classroom, with an emphasis on continuing to build relationships and maintain connections.
5. Teachers will monitor student access and assignment completion on a regular basis within the instructional platform (Edgenuity and Accelerated Education). 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.
6. Teachers will also 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. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections

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.

1. 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 student orientations, and all staff orientations. (Aug. 1 - Aug. 21)
2. Students and parents will be taught ways to wear and maintenance of face coverings.
3. Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify that staff, students and third party contractors are expected to wear face coverings (Completed by Aug. 20)
4. Disposable fabric face coverings will be ordered and provided to every student and staff member on a daily basis. These will be placed on busses and at designated building entrances every evening by the custodial and transportation staff. (Delivery by Aug. 21)
5. Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. (Begins Aug. 15 and continues throughout the school year)
6. Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering and will be required to complete a health screen 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 by the school safety officer or building administrator.
7. In instances of uncertainty about individuals not wearing face coverings, these

matters will be relayed to the building administration for review and decisive action.

8. Students between the grades Y5-12 will be required to wear a face covering at all times unless they are eating meals.

2. Hygiene

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

1. Every classroom will be supplied with a fixed/portable hand washing or sanitizing station.
2. Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
3. Teachers will contact the office immediately if supplies run out during the school day.
4. Teacher or school nurse will teach students the following on the first day of school and reinforce weekly or more often as needed
 - o proper handwashing on the first day of school and reinforce weekly or more often if needed
 - o how to cough and sneeze into their elbows, or to cover with a tissue and directed to dispose of it in the trash and wash their
5. Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
6. Custodial staff will
 - o Procure adequate soap, hand sanitizer, paper towels, tissues by August 1, November 20, February 20, and May 20
 - o Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20 with the help of building staff.
 - o Monitor hygiene supplies and refill as needed three times daily
 - o Procure hand sanitizing stations as deemed necessary during walk-through with the building leader.
7. Sharing school supplies will be limited

3. Cleaning

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

1. 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.
2. An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
3. Cleaning stations will be identified around the building that hold materials for usage in different wings. i.e. Curriculum closet in third grade hallway, gym storage room,

- custodial closet in 5th grade hallway.
4. All classrooms will be supplied with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
 5. Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building.
 6. Custodial staff will clean all high frequency usage areas frequently and any evening activities in the building using EPA approved disinfectants or diluted bleach solution.
 7. All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
 8. Classroom teachers/students will wipe down the students desks everytime students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
 9. Playground equipment will be cleaned using EPA approved disinfectants daily.

4. Athletics

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

1. Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
2. Student athletes, coaching staff and event workers must use proper hand hygiene techniques before and after every practice, event, or other gathering. Athletic trainer will teach techniques. Signage will be used as reminders.
3. Every Kelloggsville student athlete, coach and event worker will complete a health questionnaire/temperature screen prior to practice, game or event. Visiting schools will be responsible for their student athletes and coaches.
 - a. Anyone not healthy and showing signs or symptoms prior to any event, will not be allowed to participate for a minimum of 72 hours unless approved by a physician.
 - b. Any confirmed case of COVID-19 or exposure to COVID-19 will result in a 14 day shut down of the sport for isolation, quarantine, and contact tracing and cleaning.
4. Coaching staff will disinfect equipment before and after use.
5. Face coverings will be worn by anyone not participating in an activity. Any participant may wear a face covering.
6. Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
7. Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Social distancing signs and markings will be used at entrances/exits.
8. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
9. Handshakes, fist bumps, and other unnecessary contact must not occur.
10. Indoor weight rooms and physical conditioning activities that require shared equipment

are suspended.

11. Outdoor physical conditioning activities are allowed while maintaining social distancing.
12. Large scale indoor spectator events are suspended.
13. Large scale outdoor spectator or stadium events are limited to 100 people (including participants, coaching staff and event workers. People not part of the same household must maintain six feet of distance from one another.
14. All large scale tournaments/invitationals will be canceled.

5. Screening

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

1. All students will get their temperature checked daily upon arriving at school.
2. Each school building will identify an isolation room. This room will be outfitted with appropriate PPE including face shields, N95 Masks, gloves, sanitizing wipes, an internet-connected computer, log sheets. A staff member will monitor the room.
3. Students registering 100.4 or above temp. and/or experiencing other symptoms identified as related to COVID-19. Will be directed to the isolation room.
 - a. Parents will be contacted and instructed to pick up their child and/or children. They will be instructed to monitor their symptoms. The student must be fever free for at least 72 hours. The student may return with a physician note in 24 hours if being cleared to return to school.
 - b. Students coming in "Close Contact" with someone identified with a positive COVID-19 test
 - i. If a student comes into close contact with someone who is identified with a positive COVID-19 test or lives with someone who has tested positive for COVID-19, the student must be quarantined for 14 days after last exposure.
 - c. The District will notify Kent County Health Department and begin contact tracing.
 - d. "Close contact" is not brief or incidental contact. Instead, the CDC defines "close contact" as either:
 - i. Being within approximately six feet of a COVID-19 infected person for a "prolonged period of time" (more than 15 minutes) or
 - ii. Having direct contact with infectious secretions from a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on)
4. Students testing Positive for COVID-19
 - a. The student's family must contact the school..
 - b. Identify any student that they have been in "close contact" with according to CDC guidelines.
 - c. The District will notify Kent County Health Department.
 - d. The student who tested positive must stay home until:
 - i. They are fever free for at least 72 hours without the use of fever reducing medications **AND**

- ii. Other symptoms have improved **AND**
 - iii. At least 10 days have passed since their symptoms first appeared or since they tested positive for COVID-19
 - iv. Provide Documentation to return to school.
- 5. Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- 6. Students will be monitored by the quarantine officer and a log sheet of activity will be maintained until the student or staff member is safely removed from the building.
- 7. Parent communication will be made immediately with clear and concise directions on where and how to pick up the student.
- 8. During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- 9. The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- 10. All school staff will be required to conduct a health safety self assessment prior to working each day 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.
- 11. Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form as well as through AESOP. The school health official, immediate administrator/supervisor and/or Auxiliary Services Director will monitor this form daily and follow up with any symptomatic person to direct to get tested and to report those results back to the school as soon as available.
- 12. Positive tests for staff members will result in a required quarantine away from school for 14 days.

6. Testing

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

1. Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.
2. Employees answering "Yes" on Symptom Checker, registering 100.4 or above temp. and/or experiencing other symptoms identified as related to COVID-19
 - a. If an employee answers “YES” to any question in the KPS Employee Symptom Checker, that employee is showing symptoms of COVID-19. In this case. Employees must notify their administrator and wait for instructions.
 - b. Employees who are experiencing symptoms of COVID-19, are directed to stay home and care for themselves. Such employees must stay home until:
 - i. They are fever free for at least 24 hours without the use of fever reducing medications **AND**
 - ii. Other symptoms have improved
 - iii. Provide Documentation to return to work.

3. Employees coming in "Close Contact" with someone identified with a positive COVID-19 test
 - a. If an employee comes into close contact with someone who is identified with a positive COVID-19 test or lives with someone who has tested positive for COVID-19, the employee must quarantine for 14 days after last exposure.
 - b. The employee must notify their administrator. The District will notify Kent County Health Department and begin contact tracing.
 - c. "Close contact" is not brief or incidental contact. Instead, the CDC defines "close contact" as either:
 - i. Being within approximately six feet of a COVID-19 infected person for a "prolonged period of time" (more than 15 minutes) or
 - ii. Having direct contact with infectious secretions from a COVID-19 infected person or a person with any COVID-19 symptom(s) (e.g., being coughed on)
4. Employees testing Positive for COVID-19
 - a. The employee must notify their administrator.
 - b. Identify any staff that they have been in "close contact" with according to CDC guidelines.
 - c. The District will notify Kent County Health Department.
 - d. The employee who tested positive must stay home until:
 - e. They are fever free for at least 72 hours without the use of fever reducing medications **AND**
 - f. Other symptoms have improved **AND**
 - g. At least 10 days have passed since their symptoms first appeared or since they tested positive for COVID-19
 - h. Provide Documentation to return to work.
5. Parents and guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
6. Symptomatic students and staff sent home from school should be kept home until they have been released from isolation according to CDC guidelines and provide documentation to return to school from a physician.

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).

- Bus runs will be modified to reduce the number of students riding each bus.
- Signage will be added to each bus to address the required safety protocols. This will be posted on the steps leading into the bus.
- Hand sanitizers will be mounted near the entrance of the bus. Students will be required to use the sanitizer before entry into the bus.
- 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.
- Drivers will sanitize the bus after each run using a backpack sprayer.

- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage.
- Communication will be sent out 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.
- Bus drivers, weather permitting, will keep windows open when possible.
- Students becoming sick at school will be transported home via school van with appropriate safety measures in place.

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*.

PPE-

1. Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.
2. Facial coverings should always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one after supplying medical documentation stating the reason. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.

Hygiene-

1. 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).
2. 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.
3. 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.
4. 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.

Spacing, Movement and Access-

1. Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.
2. 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.

3. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
4. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Screening Students, Staff and Guests-

1. Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.
2. 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.
3. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
4. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Testing Protocols for Students and Staff and Responding to Positive Cases-

1. Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
2. Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
3. Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
4. Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.

Responding to Positive Tests Among Staff and Students-

1. 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.
2. The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
3. Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student

acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).

4. 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 instruction about return to work, using the most current guidelines from the CDC for this determination.

Food Service, Gathering and Extracurricular Activities-

1. Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
2. Students, teachers, and cafeteria staff wash hands before and after every meal.
3. 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.
4. If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

Athletics-

1. 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.
2. 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 and without any symptoms prior to any event.
3. All equipment must be disinfected before and after use.
4. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
5. Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Cleaning-

1. 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.
2. Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning when as frequently as possible with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.
3. Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution as frequently as possible.
4. Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
5. Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
6. 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 such products.

Busing and Student Transportation-

1. Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.

2. The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
3. Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
4. Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
5. Create a plan for getting students home safely if they are not allowed to board the vehicle.
6. If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
7. If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

Medically Vulnerable Students and Staff-

1. 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.
2. 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.

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*.

PPE- All Strongly recommended protocols will be followed.

Hygiene- All Strongly recommended protocols will be followed.

Spacing, Movement and Access- There are no “strongly recommended” protocols in phase 5.

Screening Students, Staff and Guests- All Strongly recommended protocols will be followed.

Testing Protocols for Students and Staff and Responding to Positive Cases- All Strongly recommended protocols will be followed.

Responding to Positive Tests Among Staff and Students- All Strongly recommended protocols will be followed.

Food Service, Gathering and Extracurricular Activities- All Strongly recommended protocols will be followed.

Athletics- All Strongly recommended protocols will be followed.

Cleaning- All Strongly recommended protocols will be followed to the extent feasible.

Busing and Student Transportation- All Strongly recommended protocols will be followed.

Medically Vulnerable Students and Staff- All Strongly recommended protocols will be followed.

- 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**.

PPE- All Strongly recommended protocols will be followed.

Hygiene- All Strongly recommended protocols will be followed.

Spacing, Movement and Access- All Strongly recommended protocols will be followed.

Screening Students, Staff and Guests- All Strongly recommended protocols will be followed.

Testing Protocols for Students and Staff and Responding to Positive Cases- All Strongly recommended protocols will be followed.

Responding to Positive Tests Among Staff and Students- All Strongly recommended protocols will be followed.

Food Service, Gathering and Extracurricular Activities- All Strongly recommended protocols will be followed.

Athletics- All Strongly recommended protocols will be followed.

Cleaning- All Strongly recommended protocols will be followed to the extent feasible.

Busing and Student Transportation- All Strongly recommended protocols will be followed.

Medically Vulnerable Students and Staff- All Strongly recommended protocols will be followed.

Final Steps for Submission

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

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

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

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

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Eric Alcorn

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: 08/10/2020

Date Submitted to State Superintendent and State Treasurer: