

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District: Manistique Area Schools**

**Address of District: 100 N Cedar Street**

**District Code Number: 77010**

**Web Address of the District: <http://www.manistiqueschools.org>**

**Name of Intermediate School District: Delta Schoolcraft 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*.
  1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

### **District and Building Implementation Plan:**

The district plans to use a hybrid model of instruction using online learning platforms as the primary mode of instruction (i.e. Google Classroom, Seesaw, Edgenuity, Michigan Virtual). Devices will be provided for students in grades K-12 that do not have access to them at home, to the extent feasible. Students without devices or internet access will have access to instructional materials through a weekly/biweekly instructional packets. 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. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation. The district is working with local communities to install internet access points in their area to give access to those students who are unable to connect from home. MAS will not be providing internet to individual homes.

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, email, Remind) or through weekly phone calls. For students with technology access, teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, SeeSaw, or other approved platform), with an emphasis on instruction, 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 through an online platform such as Google Classroom, Live Streaming, and Zoom. Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons multiple times per week. For

those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided during meal distribution. Packets will be mailed or delivered to the student if they do not participate in meal distribution.

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform and record academic progress in PowerSchool. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Students will earn letter grades in accordance with the Student Handbook. Teachers will differentiate instruction within the platform when necessary. For students without technology access, instructional packets will be collected each week during meal distribution. Teachers will review the instructional packet and provide feedback to the student during their weekly communications. Academic feedback from the teacher will include (but not limited to) differentiated work as needed, problem examples to support student learning, extra assignments for accelerated learning and standardized test preparation

The preparedness plan will be communicated through our Power Announcement communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive a voice message and/or text message directing them to our district website where they can access the plan. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. 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. When needed, the district will ensure the student has the necessary resources.

In Phases 1-3, teachers/staff will be expected to make regular contact with students and families. Communications with families will be established and maintained throughout the time of Distance Learning. Communications will be established through the use of technology (virtual meeting, email, Remind) or through weekly phone calls. For students with technology access, teachers will communicate multiple times each week through the instructional platform. A primary emphasis will be placed on teaching new materials and second on building relationships. Relationships will be strengthened through technology (virtual meetings, email) by phone or text. Teachers/Staff will reach out to 'non-connected' families with two-way communications via cell phone. Teachers will be encouraged to use a communication log with all students.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will be encouraged to keep a log of communication with students and families as related to student wellness. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. 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 (31N, 31A Coordinators, DHHS, E4 social worker, and ISD supports). 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 regular virtual meetings with teachers and other

key staff to identify any additional students or families in need.

- E4 Project Role in 2020-2021 School Year
  - 1. Continue to offer digitally based/virtual methods of service delivery for students who choose this method, are not able to socially distance (elementary age children) and/or in the event of school closure.
  - 2. With appropriate safety measures and clearance in place, provide on-site and in-person individual therapy services to middle and high school students and/or individuals over the age of 14 or with demonstrated ability to be socially distant.
  - 3. Assist school staff in learning how to identify students in need of referral for mental health services.
  - 4. Create collaborative groups with school staff and local resources such as Hiawatha Behavioral Health and/or Schoolcraft Memorial Hospital, to create clear protocols for mental health crisis in students.
  - 5. Provide training for educators related to mental health issues as requested and/or as appropriate.
  - 6. In collaboration with school staff, provide tier I level interventions in seminars or classrooms geared toward social emotional topics such as self-management, relationship skills, social awareness, resilience, positive coping skills, etc. Use of digital/video platforms to deliver education in the event of school closure.

**B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
  - i) All staff and all students in grades preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades 6 and up when in classrooms.
  - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

**The Manistique Area Schools Response to Phases 4 and 5 of the *Michigan Safe Start Plan and Facemasks:***

**i. TRANSPORTATION:**

All stakeholders will demonstrate a firm commitment to the wearing of masks while in the building and on busses prior to the start of the 20/21 school year. This commitment will be solidified in the form of a signed "Facemask Compact". Through meetings, electronic and written communication, stakeholders of the Manistique Area Schools (MAS) will understand that the wearing of masks is compulsory while in the building or on busses. Parents and guardians that choose to not use masks will receive services through distance learning. Students will not gain access into buildings or busses without wearing a mask. Students will

not start the school year in a traditional manner without a signed 'face mask compact.'

Masks will be provided by the District. Drivers and students will have the option to use their own mask. MAS drivers will pass out masks to students prior to boarding. Students will be assigned seats. The design of and compliance to lessons/rules associated with the wearing of masks on busses will be the responsibility of the administration, transportation director and bus drivers. The compliance of wearing masks on busses will initially be approached with the teaching of behaviors and restorative practices. Students will learn the importance of wearing a mask through Tier 1 behavior lessons and other awareness strategies.

The reteaching of mask wearing to non compliant students will be the responsibility of the administration, transportation director, and bus drivers and will occur prior to the loss of transportation privileges. The reteaching of lessons will occur during seminar times. Documentation of parent contacts and reteaching of behaviors will be noted in PowerSchool/SWIS. Students will not be removed from transportation services prior to documented parent contacts and restorative practices.

## **ii. Indoor Hallways and Common Areas:**

All stakeholders must demonstrate a firm commitment to the wearing of masks while in the buildings and on busses prior to the start of the 20/21 school year. This commitment will be solidified in the form of a signed "Facemask contract". Through meetings, electronic and written communication, stakeholders of the MAS will understand that the wearing of masks is compulsory while in the buildings or on busses. Parents and guardians that choose to not use masks will receive services through distance learning. Students will not gain access into buildings or busses without wearing a mask. Students will not start the school year in a traditional manner without a signed contract.

Masks will be provided by the District. Staff and students will have the option to use their own mask. Masks will be distributed at building entrances by an MAS employee. Students will don masks upon entering the building and wear them throughout the day with the exception of lunch time and some elementary instructional times. 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. The compliance with the wearing of masks in common areas will be the responsibility of instructional staff, support staff and administration. Compliance will initially be approached with the teaching of behaviors and restorative practices.

Students will learn the importance of the wearing and proper disposal of masks through Tier 1 behavior lessons and other awareness strategies. Individuals (staff or students) who claim medical exemption will need to meet with the district Principal/School Nurse to provide documentation prior to entering the building. Documentation will come in the form of a signed note from a licensed physician or physician's assistant. Students claiming medical exemptions without proper documentation will be enrolled to receive virtual learning services. Exempted individuals will be recorded in a PowerSchool and issued a sticker to display on their student or staff ID indicating this exemption. Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the administration.

The reteaching of mask wearing to non compliant students will be the responsibility of instructional staff, support staff and administration and will occur prior to the transition to

virtual learning. Documentation of parent contacts and reteaching of behaviors will be noted in PowerSchool and SWIS. Non-compliant students will not begin receiving instruction at home through Google Classroom/SeeSaw/or other district approved platforms prior to documented parent contacts and restorative practices. Building administrators will make contact to suspend classroom services and begin virtual services.

Finally, in regards to masks in indoor hallways and common areas the Manistique Middle and HS will implement the following steps/procedures:

- Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- Serving and cafeteria staff, janitors and all support will use masks when in the MAS.
- Requiring the use of masks at extracurricular activities.
- Post signage to indicate proper social distancing.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Cafeteria schedules are adjusted to maximize space.
- Students, teachers, and food service staff should wash hands before and after every meal.
- Large scale assemblies of more than 50 students are suspended.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Floor tape or other markers should be used at six foot intervals where line formation is anticipated.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

### **iii. Staff Members**

All staff members will demonstrate a firm commitment to the wearing of masks while in the building and on busses prior to the start of the 20/21 school year. This commitment will be in the form of a signed Letter of Agreement between the District and Unions. Through meetings, electronic and written communication, staff members of the MAS will understand that the wearing of masks is compulsory while in the building or on busses. The wearing of masks (in accordance with local guidelines) will be adopted as a condition to the current CBA. Staff will not gain access into buildings or busses without wearing a mask. Masks will be provided by the District. Staff will have the option to use their own mask.

### **iv. Students Grades 6 (and up) When in Classrooms**

All stakeholders will demonstrate a firm commitment to the wearing of masks while in the building and while in their classrooms prior to the start of the 20/21 school year. This commitment will be solidified in the form of a signed "Facemask Contract". Through meetings, electronic and written communication, stakeholders of the MAS will understand that the wearing of masks is compulsory while in the building and in their classrooms. Parents and guardians that choose for their students to not use masks will receive services through distance learning. Students will not gain access into buildings or busses without wearing a mask. Students will not start the school year in a traditional manner without a signed contract.

Masks will be provided by the District. Staff and students will have the option to use their own

mask. The compliance with the wearing of masks in classrooms will be the responsibility of instructional staff, support staff and administration. Compliance will initially be approached with the teaching of behaviors and restorative practices. Students will learn the importance of wearing a mask through tier one behavior lessons and other awareness strategies. The reteaching of mask wearing to non compliant students will be the responsibility of instructional staff, support staff and administration and will occur prior to the transition to virtual learning. Documentation of parent contacts and reteaching of behaviors will be noted in PowerSchool and SWIS. Non-compliant students will not begin receiving instruction at home through Google Classroom prior to documented parent contacts and restorative practices. Building administrators will make contact to suspend classroom services and begin virtual services.

**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.**

All stakeholders will demonstrate a firm commitment to the wearing of masks while in the building and while in their classrooms as much as possible prior to the start of the 20/21 school year. This commitment will be solidified in the form of a signed “Facemask Contract’. Through meetings, electronic and written communication, stakeholders of the MAS will understand that the wearing of masks is compulsory while in the building and in their classrooms (as directed by MAS Staff). Parents and guardians that choose for their students to not use masks will receive services through distance learning. Students will not gain access into buildings or busses without wearing a mask. Students will not start the school year in a traditional manner without a signed contract.

Masks will be provided by the District. Staff and students will have the option to use their own mask. The compliance with the wearing of masks in classrooms will be the responsibility of instructional staff, support staff and administration. Compliance will initially be approached with the teaching of behaviors and restorative practices. Students will learn the importance of wearing a mask through tier one behavior lessons and other awareness strategies. The reteaching of mask wearing to non compliant students will be the responsibility of instructional staff, support staff and administration and will occur prior to the transition to virtual learning. Documentation of parent contacts and reteaching of behaviors will be noted in PowerSchool and SWIS. Non-compliant students will not begin receiving instruction at home through Google Classroom/Seesaw/or other approved platform prior to parent contacts and restorative practices. Building administrators will make contact to suspend classroom services and begin virtual services. Masks in the elementary classroom may be taken off to aid in the instruction of the students. This will be determined by MAS staff.

## 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:**

- Every classroom will be supplied with a fixed or portable handwashing station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be

- checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines. It will include
  - Hand-washing schedule
  - Room and materials cleaning schedule
- Teacher will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video)
  - proper handwashing on the first day of school and reinforce weekly or more often if needed
  - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Custodial staff will
  - Procure adequate soap, hand sanitizer, paper towels, tissues as needed
  - Monitor hygiene supplies and refill as needed
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

### 3. Cleaning

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

#### **District 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.
- 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.
- All classrooms will be provided spray bottles 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.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building.
- Custodial Staff and/or other designated staff will walk the building wiping all high frequency usage areas at recommended time intervals (4 hours) Staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms i.e. art, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher or other designated staff 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.

- Custodial Staff or other designated staff will wipe down the students desks at recommended time intervals (4 hours)
- Playground equipment will be cleaned daily.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials
- **Emerald Elementary**
  - Hand cleaning - Each room is equipped with a soap dispenser and sink for washing hands. Hand sanitizing stations will be added at gym and cafeteria entrances.
  - Bathrooms - Cleaned and disinfected nightly and disinfected mid day during occupied school days.
  - Surfaces - Door handles will be disinfected nightly and frequently as possible with help from support staff. Desks will be sanitized nightly and mid day with help from staff. Each room will be supplied with a labeled disinfecting spray bottle and towels for wiping any frequently touched surfaces.
  - Playground - Playground will be disinfected nightly and as often as possible with help from our support staff.

Custodians will be using electrostatic disinfectant sprayers to spray desks, chairs, and any frequently touched surfaces.

- **Middle and High school**
  - Hand cleaning - Each room will be equipped with a hand sanitizing station. Hand sanitizing stations will be added to gym, cafeteria, and auditorium entrances.
  - Bathrooms - Cleaned and disinfected nightly and disinfected mid day during occupied school days.
  - Surfaces - Door handles will be disinfected nightly and frequently as possible with help from support staff. Desks will be sanitized nightly and mid day with help from support staff. Each room will be supplied with a labeled disinfectant spray bottle and towels for wiping any frequently touched surfaces.

Custodians will be using electrostatic sprayers to disinfect desks, chairs and any other frequently touched surfaces.

- **Alternative ED**
  - Hand cleaning - A hand sanitizer station will be placed in each classroom area.
  - Bathrooms - Bathrooms will be cleaned and disinfected nightly and disinfected mid day during occupied school days.
  - Surfaces - Door handles will be disinfected nightly and as frequently as possible with help from support staff. Desk will be sanitized nightly and mid day with help from support staff. Each classroom will be supplied with a labeled disinfectant spray bottle and towels for wiping any frequently touched surface.

#### 4. Athletics

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

**District and Building Implementation Plan:**

- MAS will comply with all MHSAA and NFHS guidelines.
- All students will use proper hand washing/sanitizing techniques upon arrival and dismissal from the gym.
- All gym equipment that is considered a high usage will be sanitized before and after use
- All students must have their own individually labeled water bottle. The drinking fountains will not be available for use, but the water bottle filling station will be available.
- No physical contact with students shall occur (fist bumps, handshakes, high fives)

**5. Screening**

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

**District and Building Implementation Plan:**

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District and the Health Department along with the status of any referrals from the prior month.
- 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.
- Each school building will identify a remote and secluded room that meets space guidelines. This room will be outfitted with appropriate PPE including face shields, masks, gloves, necessary cleaning supplies, and log sheets.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- A designated person (office staff) will contact the student/family after removal until test results are provided and verified before the student can return to school.
- If a parent/guardian arrives during the school day for any reason, parents and family members are asked to remain in their vehicle and call the office.
- All school staff will be required to conduct a health safety self assessment daily.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school.
- Positive tests for staff members will result in a required isolation away from school for 10 days. Days of isolation for COVID-19 positive results will NOT count against employee sick time allocations.

- The playground is closed and not available for any use by children before the school day begins.
- Screening as a Parent Responsibility:
  - Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
  - Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.
- No guests are to enter the offices. Parents with lunches, uniforms...etc are asked to call the office before attempting to enter.
- Meets with school employees (teachers, administration, EA's) will be by appointment only.

## 6. Testing

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

### District and Building Implementation Plan:

- MAS will cooperate with the local public health department regarding implementing protocols for screening students and staff and follow 'Strongly Recommended MDE Guidelines' as follows:
  - Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their 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 be transported for off-site testing.
  - Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
  - Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
  - In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home.
  - Students and staff should be closely monitored for any symptoms of COVID-19.
  - All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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.
    - 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.

- 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.
- 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).
- 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.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any 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).

### District and Building Implementation Plan:

- A weekly meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for phase IV and V and discuss concerns or issues arising.
- District will supply hand sanitizer for all students upon entering the bus
- District will provide masks for staff and students. All students and staff must wear a facial covering at all times while on the bus. Facial coverings provided by families for their own children will be acceptable as long as the covering follows general safety guidelines.
- 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.
- District will provide proper cleaning supplies for staff to disinfect the bus surfaces before and after each route.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of 90 days.
- If a student is not allowed to board the vehicle to ride home they will wait wearing a surgical mask in the quarantine area until a parent or guardian can arrive to transport

them home.

- 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 vents open on the bus both in route and when stopped. (Identify district and contracting criteria under which this would be required at a temperature of 65°F and with no precipitation).

**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.**

The District will be following the same plan in Phase 4 and Phase 5.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Below you will see all Phase 5 highly recommended protocols MAS will be implementing:

**Phase 5**

Strongly Recommended-PPE

- Facial coverings will 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.
- PreK-5 and special education teachers are able to wear clear masks. We have several classes and students wearing clear masks. If there are staff and students that would like to wear clear masks, the district will provide.
- PreK-5 students - masks must be worn by all students, at all times except when the student is in the classroom and instruction is the reason for removal.
- MAS will require homemade facial coverings to be washed daily.
- Disposable facial coverings will be disposed of at the end of each day in a designed receptacle.
- Facial coverings will 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. 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.

**Phase 5**

## Strongly Recommended- Hygiene

- MAS 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).
- MAS 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.
- MAS will 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 will 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.
- Students will use individual supplies (separate items - no shared items) for all classes (classroom, writing, technology, art, ect.).

### **Phase 5**

#### Strongly Recommended - Staff, and Guests

- MAS will identify and 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 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 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 will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

### **Phase 5**

#### Strongly Recommended - Testing Protocols for Students and Staff and Responding to Positive Cases

- Students who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and should be transported for off-site testing.
- 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.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

### **Phase 5**

#### Strongly Recommended - Responding to Positive Tests Among Staff

- MAS 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.

- 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 situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- MAS will 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).
- 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.

### **Phase 5**

#### **Strongly Recommended - Food Service, Gathering, and Extracurricular Activities**

- Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff will wash their hands before and after every meal.
- Extra rooms will be utilized to ensure social distancing guidelines during meal times.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- At this time there will be no field trips. However, when they are allowed they will comply with transportation guidelines within this document, including mandatory facial covering.

### **Phase 5**

#### **Strongly Recommended - 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 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.
- All equipment will be disinfected before and after use.
- Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
- Each participant will use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

### **Phase 5**

#### **Cleaning - Strongly Recommended**

- Frequently touched surfaces including lights, doors, benches, and bathrooms will 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 will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.
- Student desks will be cleaned with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- Athletic equipment will be cleaned with either an EPA-approved disinfectant or diluted bleach

solution before and after each use.

- MAS 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 such products.

#### **Phase 5**

Strongly Recommended - Busing and Student Transportation

- MAS will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, will wear facial coverings while on the bus.
- MAS will clean and disinfect transportation vehicles regularly. Children will not be present when a vehicle is being cleaned.
- MAS will 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.
- MAS will clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- MAS will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they will not use group transportation to return home and will follow protocols outlined above.
- If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.

#### **Phase 5**

Strongly Recommended Medically Vulnerable Students and Staff

- MAS will have a systematic review of 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.
- MAS 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.

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*.

MAS will be following all highly recommended protocols from the Return to School Roadmap.

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**.

The only strongly recommended protocol the district will not follow at times in Phase 4, is spacing

desks six feet apart in the classrooms. MAS will follow this protocol if we are able based on the number of students in the classroom and the size of the classroom.

## 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 5, 2020**

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

[http://www.manistiqueschools.org/UserFiles/Servers/Server\\_754428/File/District/Minutes%20Spec%202020-08-05.pdf](http://www.manistiqueschools.org/UserFiles/Servers/Server_754428/File/District/Minutes%20Spec%202020-08-05.pdf)

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

[http://www.manistiqueschools.org/UserFiles/Servers/Server\\_754428/File/District/MAS%20District%20COVID-19%20Preparedness%20and%20Response%20Plan%20Final.pdf](http://www.manistiqueschools.org/UserFiles/Servers/Server_754428/File/District/MAS%20District%20COVID-19%20Preparedness%20and%20Response%20Plan%20Final.pdf)

*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: Howard Parmentier**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 13, 2020**

**Date Submitted to State Superintendent and State Treasurer:**