

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

07/09/20

Board of Education Approved 7/27/2020

Name of District: Jackson Public Schools

Address of District: 522 Wildwood Ave Jackson, MI 49201

District Code Number: 38170

Web Address of the District: www.jpsk12.org

Name of Intermediate School District: Jackson County Intermediate School District

Name of Authorizing Body (if applicable):

Link to [Extended COVID-19 Learning Plan \(ECOL\)](#)

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.

- Jackson Public School teachers will implement a flipped instructional model. Teachers will record videos of themselves delivering direct instruction in each subject for students and their parents to view at home asynchronously. Practice opportunities will also be provided. Teachers will utilize synchronous learning time via Zoom, Google Meet, and phone calls for small group and individual lessons to differentiate instruction, conference, and provide intervention as needed.
- Jackson Public School building principals will distribute district-provided iPads to K-2nd grade students and Chromebooks to 3rd-12th grade students. Students will also receive chargers and cases for their devices.
- Jackson Public School teachers will utilize two main learning platforms as the primary mode of instruction: Seesaw for students in grades K-2, and Google Classroom for students in grades 3-12. All classroom instruction, assessment, and practice will flow through these platforms whether students are learning in person or at home.
- Jackson Public School teachers will provide video lessons for parents and students to show them how to download instructional videos and practice work to view and complete at home. They will also show families how to make this content available offline on the devices of students who do not have access to WIFI at home.
- Jackson Public Schools administration will mount WIFI hotspots outside of school buildings, and send out buses equipped with WIFI hotspots to allow students without access to connect to internet resources.
- Jackson Public School teachers will provide students with Go Kits, which will contain learning materials that students will need to support their learning at home. The contents of these kits will vary by grade level, but an example of contents would include a whiteboard and marker, pencils, math manipulatives, and crayons. Students will also have access to grade level textbooks and resources as needed to complete their work.
- Jackson Public School teachers and staff will use the first weeks of school to help students learn to use their technology devices, learn logins, navigate their learning platforms, and access other online resources and apps. School staff will also provide learning opportunities and support for parents around the devices and platforms.
- 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.
- 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, Dojo) 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 or SeeSaw) to continue to build relationships and maintain 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)

- Jackson Public School building principals will provide masks to students and staff if they do not come to school with one of their own or if they need a replacement throughout the school day
- Jackson Public School administration will designate bus drivers and school staff to monitor that students Y5-12 are wearing masks when riding the school bus, being dropped off and when entering school buildings
- Jackson Public School building principals will designate paraprofessionals to monitor hallways and common areas to ensure students Y5 -12 grades
- Jackson Public School building principals and staff will demonstrate the proper wearing of masks (covering nose) by teaching norms for COVID-19 continuously from the first day of school.
- Jackson Public School building principals will replace masks that have been contaminated (ie: sneezing). Contaminated masks will be sealed and sent home with students for cleaning.
- Jackson Public School building principals and staff will continuously educate our parents and community about the mandatory mask requirement through JPS Mass Communication System (Blackboard) and posted signage.
- Jackson Public School building administration will provide safe work environments for staff with strict sanitization procedures in place as well as support for mental well being through JOBSTAR Success Coach.
- Jackson Public School building principals will work with families of students who refuse to wear masks
- Jackson Public School administration will designate HR Generalist to work with staff who refuse to wear masks
- Jackson Public School building principals and staff will write names on masks for elementary students going outside for recess for easy identification upon return to the building.
- *Jackson Public School principals will provide information to staff and families of the procedures for providing medical release from physicians to have students or staff released from wearing masks.*

2. Hygiene

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

- JPS will order and stock soap, hand sanitizer, paper towels, and tissues. Enviro-Clean will monitor and replenish as necessary. Consistent signage will be placed throughout the district to reinforce proper handwashing techniques. Teachers will educate students daily on proper techniques.
- JPS will post consistent signage in all restrooms and classrooms. Teachers/Paraprofessionals will train

students on the appropriate use of hand sanitizer, soap and paper towels.

- ❑ JPS will provide tissues in every classroom. Students will use tissues before coughing into their elbows. Custodial staff will empty wastebaskets daily by tying bags up, throwing away and installing new liners.
- ❑ JPS custodial staff will check and replenish soap and hand sanitizers daily. Checks will be done every 2-3 hours to be sure dispensers are adequately filled. The school office should be notified when dispensers need to be filled.
- ❑ Building principals will develop restroom/hand washing breaks for elementary classrooms. Paraprofessionals will take small groups to restrooms utilizing the schedule developed. Handwashing will take place every 2-3 hours. Food service will provide sani-wipes with each meal served.
- ❑ Principals will encourage all students to have their own supplies/toolbox and be instructed not to share. Students will use 1:1 technology to reduce the need for supplies. Teachers will provide disposable gloves when group activities and shared resources are necessary.
- ❑ Principals will see that students' items are kept in lockers (high school). Middle school students will keep personal items with them at all times in a bookbag/backpack. Elementary students will use individual bags with their own personal items. All items will be labeled with the student's names.
- ❑ JPS will provide sanitized wipes to every classroom. Items should be assigned to individual students when able. Disposable gloves will be available when using common materials. Teachers will assign seats. To minimize student transitions at the middle school, teachers would move from class to class and students would remain in the same classroom as feasible in the schedule.
- ❑ JPS facilities has placed portable sanitizing stations in strategic locations within all buildings for easy access for students and staff. Custodial staff will check and fill supplies of soap/hand sanitizer as part of their daily walkthrough. Sanitary wipes will be provided in every classroom.

3. Cleaning

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

- ❑ JPS custodians will do a walk through every three hours throughout the school on all frequently touched surfaces, including light switches, doors and benches. Bathrooms will be cleaned every four hours.
- ❑ JPS custodians plan to check on and disinfect bathrooms every two hours.
- ❑ JPS will be using its Virex II 256 One-Step Disinfectant Cleaner and Deodorant.
- ❑ By the start of the school year, every classroom will have a hand sanitizer dispenser.
- ❑ JPS will disinfect after each class when the following classrooms have been used: libraries, computer labs, arts and other hands-on classrooms. An approved EPA disinfectant or diluted bleach solution will be used.
- ❑ JPS custodians will team clean this school year, so every night the desks will be wiped down and disinfected with an EPA approved disinfectant. The team cleaning will ensure that no areas are missed.
- ❑ Middle and high school desk cleaning will be done by teachers/para pros if the students are changing classrooms throughout their school day and disinfected by custodians at the end of the day.
- ❑ JPS custodians will continue as normal and routinely clean the playground area and structures.
- ❑ JPS custodians will store cleaning supplies in locked custodial closets ensuring the safety and security of these products. Adequate ventilation will take place when storing and using these products.
- ❑ All JPS custodial staff will have proper PPE on at all times including masks and gloves.
- ❑ JPS Custodians will not go into a classroom unless required to because of a student getting sick or spell.
- ❑ Food service breakfast/lunch will be eaten in the classroom when possible, in those areas teachers will be given a roll of large garbage bags for trash and place bags outside of the classroom for pick up from the custodian.

4. Athletics

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

- JPS Athletic Director will monitor communication from the MHSAA and the NFHS daily, through email and phone calls as needed
- The JPS Athletic Department will screen adult and student participants using a QR Code linked to a MHSAA Covid Health Screening Form and have each person's temperature taken. Anyone with a temperature of 100.4 and above or answers "yes" to any of the health questions will NOT be allowed to participate. Parents, athletic trainer and athletic director will be contacted and it is strongly recommended they seek medical attention.
- Hand Sanitizer stations are located at each practice facility and game and game site.
- Coaches will teach proper hand hygiene techniques and monitor participants before and after each practice, event, or gathering.
- JPS will provide coaches with disinfecting cleaner that is EPA approved to disinfect all equipment before and after use
- Coaches will disinfect their equipment daily.
- JPS Athletic Department will require all participants, including coaches, players, and support personnel to properly wear face coverings while in transit.
- Social distancing will be used when possible.
- JPS Coaches will monitor that all participants are wearing face masks
- Participants will follow JPS Busing and Student rules outlined above
- JPS Transportation Drivers who drive for sporting events will follow same disinfecting procedures as normal school day transportation
- JPS Athletics will designate separate entries and exits for each event.
- There will be separate seating for home and away spectators and adhere to capacity limits of 100 outdoors and 50 in doors during Phase 4.
- All spectators will be required to properly wear face coverings at all times and keep 6 feet of social distance if possible. Disposable masks may be provided at the door if sufficient quantities are available.
- If the athletic facility has bleachers, the bleachers will be marked showing 6 feet of separation.
- Students will be required to provide their own water bottle.
- JPS will provide a water bottle for the students who are unable or forgot their own.
- The athletic trainer is designated to make sure all bottles are labeled with the student names and disinfected after each practice.
- Coaches will instruct all participants, adult and student, to avoid unnecessary contact and shakes and fist bumps.
- All indoor weight room and physical conditioning activities will remain suspended until the State of Michigan moves to phase 5.
- Any outdoor physical conditioning will be allowed while maintaining 6 feet social distancing and the above health screening is used.
- While in Phase 4 no indoor athletic activities will take place.
- While in Phase 4, the 100 person guidelines for outdoor athletic events will be followed.

5. Screening

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

- JPS will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- JPS will designate staff and a quarantine room in each building to care for students who become ill at

school.

- ❑ JPS will designate staff and a quarantine room in each building to coordinate logistics for sending a student home when they develop a fever or become ill with COVID-19 symptoms at school; including mask wearing (with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required), transportation by parent, emergency contact, or by ambulance if clinically unstable for transport
- ❑ JPS will designate a staff captain to encourage staff to conduct daily self-examinations, including a temperature check, prior to coming to work. Remind verbally and post via visible signage of what COVID-19 symptoms are and if they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.
- ❑ All JPS Buildings are equipped with a QR Code sign-in/sign-out procedure that includes screening questions for every employee who enters and exits the building. Paper copies are available for those who do not have cell phones or tablets.
- ❑ JPS will send home weekly reminders to parents and guardians via JPS Mass Communication System (Blackboard) and post visible signage regarding COVID-19 symptoms as well as encouragement 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.
- ❑

6. Testing

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

- ❑ JPS will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- ❑ JPS will designate staff and a quarantine room in each building to coordinate logistics for sending a student home when they develop a fever or become ill with COVID-19 symptoms at school; including mask wearing, transportation by parent, emergency contact, or by ambulance if clinically unstable for transport
- ❑ JPS will designate staff and a quarantine room in each building to coordinate logistics for sending a staff member home when they develop a fever or become ill with COVID-19 symptoms at school, including mask wearing, transportation by self, emergency contact, or by ambulance if clinically unstable for transport.
- ❑ JPS administration from each building will advise staff, parents and guardians via JPS Mass Communication System (Blackboard) and visible signage that **all** symptomatic students and staff sent home from school will be required to remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- ❑ JPS will contact staff, parents and guardians via JPS Mass Communication System (Blackboard) and notify of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school and encourage closer observation for any symptoms at home.
- ❑ In the event of a lab or clinically diagnosed case of COVID-19, JPS Building Administrator in conjunction with the CDC will make immediate efforts 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) and encourage that they be quarantined for 14 days at home. JPS Staff will monitor students and staff for any symptoms of COVID-19.
- ❑ JPS will advise parents and guardians via JPS Mass Communication System (Blackboard) and visible signage that they are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.

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).

- JPS requires the use of hand sanitizer before entering the bus. Hand sanitizers are attached to the stairwell of each bus.
- JPS transportation staff, director, and JPS Staff will monitor all bus drivers, staff, and all students in grades Y5-12, if medically feasible, to wear facial coverings while on the bus. Any students not wearing a mask, will not be provided a disposable. Any student who refuses to wear a mask will be sent to school principals upon arrival to school.
- JPS drivers will clean and disinfect transportation vehicles prior to morning routes and prior to afternoon routes.
- Buses will be cleaned from ceiling to floor before and after each route. No students will not be present during these cleanings.
- JPS drivers 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.
- JPS drivers will clean, sanitize, and disinfect equipment items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- JPS will provide masks to all students who do not have them when boarding the bus. All students will go to school. No students will be left at bus stops.
- JPS requires that if a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- JPS drivers will ensure that all doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out (weather permitting).
- JPS drivers will allow the windows of the bus to be open while the vehicle is in motion to help reduce the spread of the virus by increasing circulation, when appropriate and safe (weather permitting).

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.

Phase 4 Policies and Procedures Above

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:

- 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.
 - PreK-5 and special education teachers should consider wearing clear masks.
 - Homemade facial coverings should be washed daily.
 - Disposable facial coverings should be disposed of at the end of each day.

- ❑ 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. 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.
 - Homemade facial coverings should be washed daily.
 - Disposable facing coverings should be disposed of at the end of each day.

HYGIENE:

- ❑ Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- ❑ Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- ❑ Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- ❑ Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.
- ❑ Systematically and frequently check and refill soap and hand sanitizers.
 - ❑ Students and teachers should have scheduled handwashing with soap and water every 2-3 hours.
 - ❑ Limit sharing of personal items and supplies such as writing utensils.
 - ❑ Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
 - ❑ Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
 - ❑ Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

CLEANING:

- ❑ Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- ❑ Playground structures should continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- ❑ Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- ❑ Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.
- ❑ Staff should wear gloves, surgical masks, and face shields when performing all cleaning activities.

ATHLETICS:

- ❑ Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
 - ❑ Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that

- they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.
- Handshakes, fist bumps, and other unnecessary contact should not occur.

SCREENING:

- Every school should 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 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building

Recommended in PHASE 5

- Staff should conduct a daily self- check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.
 - Any parents or guardians entering the building should wash or sanitize hands prior to entry.
 - Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.
 - Parents or guardians are encouraged to check their children’s temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.
 - Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.
 - Entrances and exits should be kept separate to keep traffic moving in a single direction.

TESTING:

- 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.
- 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.

- ❑ 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.
- ❑ 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.
- ❑ 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 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.

Recommended in PHASE 5

- ❑ Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.
- ❑ Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.

BUS/TRANSPORTATION:

- ❑ Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- ❑ The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- ❑ Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- ❑ Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, 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.
- ❑ Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
 - ❑ 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 should not use group transportation to return home and should follow protocols outlined above.
 - ❑ If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

Recommended in PHASE 5

- ❑ Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- ❑ Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

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*.

- ❑ Frequently touched surfaces including lights, doors, benches, and bathrooms should

undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.

- Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.

- 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**.

(Indicate Yes or No here) NO

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: July 27, 2020

[Link to the approved Board Meeting Minutes](#)

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: Jeffrey Beal, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 12, 2020

Date Submitted to State Superintendent and State Treasurer: August 12, 2020