

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District:** Carney-Nadeau Public Schools [Carney-Nadeau Public School and North Menominee County Community School]

**Address of District:** 151 North U.S. Highway 41, Carney, MI 49812

**District Code Number:** 55010

**Web Address of the District:** cnps.us

**Name of Intermediate School District:** Menominee County Intermediate School District

**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.

In the event that Menominee County is designated as being in Phases 1-3 of the Michigan Safe Start Plan, Carney-Nadeau Public School will fully implement an online, distance-learning model to be utilized on a daily basis by all students and instructional staff members. Specifically, teachers will be livestreaming/recording instruction directly from their classrooms each school day and will also utilize an online learning platform such as "Google Classroom" with which to post said instruction, assign/return homework, field questions, and engage with students/parents in their classes. The district will provide devices and internet access to any and all students who currently lack either capacity. In the event that a family is located in an area in which internet access is not an option, the district shall then utilize hard-copy instructional packets (which will be delivered/collected/returned on a weekly basis) and weekly check-ins via phone as a means of educating, engaging, and maintaining contact with these students. A poll conducted in the Spring revealed that no student is fully without internet access in our district; though, indeed, that status is subject to change and the district will be fully prepared to address the needs of any student in this situation.

Prior to the start of the school year, all students will be provided with any and all instructional materials/educational resources (textbooks, workbooks, paper, pencils, etc) they'll need for their classes. These materials/resources will be utilized on a daily basis as students participate in their online learning (or, should the need arise, complete their instructional packets). Carney-Nadeau Public School will do everything within its power to keep students and families consistently engaged in instruction and learning, and all teachers will be required to contact each of their students (be it by phone, email, or in the online learning platform) on a weekly basis. Similarly, teachers will be required to keep records of their contact with students, and these records will be reviewed by administrators on a bi-weekly basis as a means to ensure that we are consistently maintaining two-way communication with all our students and their families. And, to be sure, this contact will be in addition to the daily interaction that will occur between teachers and students via the online learning platform.

As an additional means to facilitate consistent communication and personal contact, all teachers will be expected to hold weekly office hours, wherein students can receive supplemental, synchronous instruction within the online learning platform, over the phone, or even via videoconferencing, whichever is deemed most beneficial to that student's needs.

Similarly, teachers will be monitoring student participation and progress as well as their successes and struggles on a daily basis within the online learning platform. Feedback will be provided on each completed assignment, whether they be submitted electronically via the platform or in hard-copy form.

Both instruction and assignments shall be differentiated based upon the needs of the students within the class.

We do have a number of students signed up for dual enrollment classes through Bay De Noc Community College for the fall semester of 2020. These classes are exclusively offered online, and, as such, will be largely unaffected should our school be closed for in-person instruction. Bay has a flagging system for students whose grades fall below a C in these classes. When that occurs, school administrators receive an email, and we then confer with the student and notify his/her parents. Additionally, since our two administrators have extensive backgrounds in English and Mathematics, respectively, we often find ourselves tutoring students as "Rhetorical Writing and Composition" and "College Algebra" are the two courses in which they seem to most frequently enroll. We will continue to avail ourselves to our students even if we are only conducting distance learning.

Additionally, based on parental feedback we've received regarding the distance learning we conducted last spring in the wake of the mandated school closure, we've found that many parents vastly prefer teachers to assign "hands-on projects" as opposed to traditional worksheets. They report both that students seem to be more engaged, and that their kids can work more independently when the learning is hands-on. This isn't exactly surprising as this tends to be true for in-class face-to-face instruction as well. As such, we are strongly encouraging project-based learning both in our classrooms and when teaching online. Project-based learning often requires additional materials be sent home to students, but this is easily coordinated through our current system for providing meal service. During last year's shutdown, 3/4s of our parents came to our school on a weekly basis to pick up their children's breakfasts and lunches and materials were often exchanged during this time. We utilized our buses/drivers to deliver to those families who didn't come to the school and will continue to do so if need be.

In this same vein of addressing students' unique needs, teachers, working in conjunction with a 31n social worker will screen, survey, and monitor student wellness and make adjustments both to their curriculums and to their means/methods/frequency of contact as necessary. Perhaps the hardest part of in-person instruction to replicate in an online setting is the relationship that builds between a teacher and her students (as well as between the students themselves) as the school year progresses. When coupled with assignments that promote (remote) student collaboration, these wellness checks will provide a means to both promote and monitor the mental wellness of our students.

And finally, all facets of distance learning will be articulated in an easy-to-read document sent in hard copy and email form to all parents and guardians of our students. We want to make sure we are crystal clear to all stakeholders as to what distance learning will entail prior to the start of the school year.

- 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.

We will be specifying our expectations regarding mask coverings for all students and staff (and reasoning for same) in a written communication sent out to parents well prior to the start of the school year.

On the first day of school, and periodically throughout the school year, we will directly address all members of our student body in which we both remind them of the rules regarding the wearing of masks and the reasoning thereof. As a means to reinforce that message, we will prominently hang signage within our building, at all entrances, and on our buses.

We have ordered two fabric face masks for every student and staff member within our building. This supply shall be updated throughout the year so that all students and staff have two fully functioning masks at all times. Typical rates of wear and tear would suggest that the school will need to purchase a total of six masks per person per year. These masks will first be distributed to staff members during our PD days prior to the start of the school year and will then be distributed to students as they board the bus and enter our building on the first day of school. These protocols will of course all be spelled out ahead of time in written communication to parents, students, and staff. Clear face coverings shall be made available to any staff member who requests one.

Cloth face masks shall be collected at the end of each school day. This task shall be attended to by our bus drivers for all students who ride the pm routes. A student will place his/her mask in a collection bin immediately upon stepping off the bus. For students who are transported from school by their parents/guardians, and for those who transport themselves, masks will be collected immediately upon them exiting the building. These masks will then be thoroughly washed and sorted for redistribution the following morning. To that end, clean masks shall be redistributed to students every morning. Our bus drivers will attend to this task for those who board their morning routes, and a staff member shall be stationed at each of our entrances to distribute masks to those who arrive to school by other means.

All students and staff will be required to wear face masks any time they are aboard our buses.

The school shall keep a stockpile of disposable masks on each bus and here in the office in the event that a student loses his/her mask, a mask becomes inoperable, etc.

All staff members shall be given a written protocol regarding the steps they must take if they see a student or colleague without a mask on anytime/place in which it is designated that a mask be worn. Parents shall be notified of each instance of non-compliance. Habitual offenders of mask requirements will need to meet with his/her parents and school administrators. Continued non-compliance will result in the student being placed in the school's distance learning program until consistent compliance is agreed and adhered to.

Individuals who claim medical exemption to wearing a mask, be they student or staff member, shall meet with administration immediately to provide both rationale and official documentation regarding said exemption. Staff shall be informed of any student who qualifies for an exemption, though the reasoning thereof shall of course be kept strictly confidential.

Students in grades PreK-5 will be required to wear masks on the bus, and in the building, but may remove their masks once they are in their classrooms (which are self-contained). A student who leaves the room for any reason (trip to the bathroom, office call, etc) will be required to wear a mask.

Staff non-compliance will be addressed by administration via a progression of disciplinary measures for repeat offenders up to and including termination.

Students in grades 6-12 shall wear masks at all times on buses and while in the building. This includes classroom instructional time. The same protocol for student non-compliance indicated above shall be utilized as well for this portion of our student populace.

Guests to the school building (delivery persons, independent contractors, sub teachers, etc) shall be

required to be wearing a mask prior to entering the building. The school's secretary has a live video feed of the main entrance and can ensure compliance. Anyone lacking a mask will be given a disposable one prior to entrance.

Administrators shall routinely meet to discuss mask protocols, levels of compliance, issues, etc and shall periodically present these findings to the school board for discussion and review.

## 2. Hygiene

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

Every room within our building and each of our buses will be supplied with handwashing stations. Supply levels inherent to these stations will be checked on a daily basis by our custodial staff and bus drivers, respectively, (who will be equipped with checklists to help them attend to this task) and will be immediately restocked whenever necessary. As a final line of defense, teachers/staff members will be informed to contact the office immediately if their supplies are depleted within the school day. Handwashing supplies shall include a liquid based hand-sanitizer comprised of at least 60% alcohol.

Proper handwashing techniques shall be reviewed with the teaching staff during our initial PD days in August that precede the start of the 2020-21 school year. All teachers will then impart this same instruction to their students on the first day of school and periodically throughout the year as necessary. This instruction shall also include proper coughing and sneezing techniques. Signage indicating proper handwashing/coughing/sneezing techniques shall be prominently displayed in every classroom, bathroom, and throughout the building. Literature indicating these very same instructions shall be sent in hard-copy form to all parents/guardians prior to the start of the school year.

Each classroom shall have its own posted daily schedule as to when students are to wash their hands. At a minimum, handwashing shall be scheduled to occur upon students boarding the bus, prior to the start of morning instruction, prior to being dismissed for lunch, after the lunch recess, and prior to the end of the school day.

The sharing of instructional materials/learning devices (pens, books, calculators) or other such personal devices shall be strictly forbidden amongst the student populace, and rules pertaining to same shall be imparted to all students on the first day of school.

## 3. Cleaning

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

Administrators shall meet with buildings operations staff prior to the start of the school year and on a bi-weekly basis throughout the remainder of the year to formulate cleaning routines, estimate/order materials needed, devise monitoring of cleaning routines and supply levels (and reporting mechanisms for same).

All frequently touched surfaces (light switches, doors, door handles, benches and bathrooms) shall be disinfected and wiped down twice during the school day and once again during the custodians' nightly cleaning routines. A dedicated staff member shall perform this task beginning at 10 am and again at 1:00 pm each day. This task shall also be performed on all applicable surfaces following any activity (athletic events, extracurriculars, clubs, etc) that occurs outside the school day. Daily cleanings will be charted and initialed via a checklist to be

turned into the main office at the end of each school day.

The chief of maintenance shall maintain a stocked inventory of all necessary cleaning materials and shall adopt a weekly monitoring system of same.

Buses[1] will be disinfected and wiped down after each route. Drivers will be instructed on proper cleaning techniques and will chart doing so on a checklist to be turned in daily to the main office.

All classrooms/buses will be equipped with proper cleaning supplies, all of which is to be respectively stored in safe and secure clearly marked areas. This equipment shall include but not be limited to: spray bottles filled with EPA-approved disinfectant, paper towels, face shields, face masks, and disposable gloves.

The elementary classroom teacher of record shall disinfect/wipe down desks/tables after each time students exit the room during the school day. High-school desks shall be disinfected and wiped down by the teacher of record after every class period.

Computers shall be disinfected after each use.

Playground equipment shall be disinfected twice per week.

Staff will be required to wear gloves, surgical masks, and face shields while performing all cleaning activities.

All staff shall be trained on proper cleaning protocols prior to the start of the school year.

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[1] Note: For the purposes of this report, the term "buses" shall be taken to also include the two school vans owned by the school, both of which are utilized for student transport. In effect, any protocol that applies to our buses/drivers will also be applied in full to our vans and drivers thereof.

#### 4. Athletics

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

- All athletic programming within the Carney-Nadeau Public School District will adhere to the guidelines set forth by the MHSAA and Michigan's *Return to School Roadmap*. Per recommendations from MHSAA, the following actions will occur within the district:
  - All athletic equipment, including balls, should be cleaned intermittently during practices and workouts. Individuals should practice physical distancing while not involved in active participation.
  - Adequate cleaning schedules will be created and implemented for all athletic facilities. Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (benches, weight equipment, bathrooms, etc.). Proper sanitization will be required before participating in workouts and competition. Necessary resources will be provided to all students and staff.
  - State and local guidelines for cloth face coverings will be followed by athletes and coaches.
  - Restrictions and recommendations on spectator participation during athletic events will be strictly followed.



## 5. Screening

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

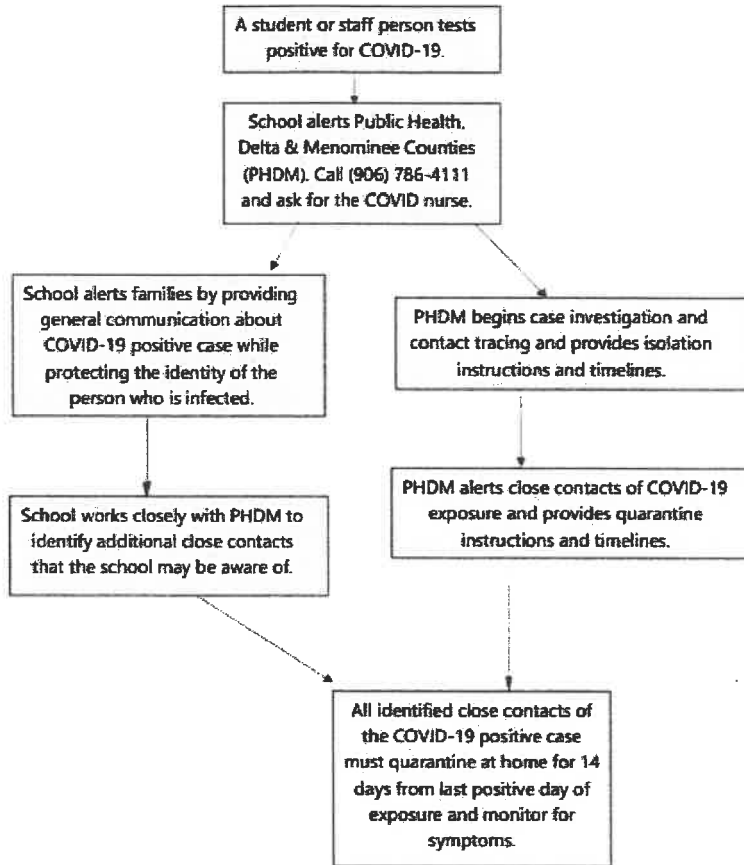
- The Carney-Nadeau Public School District will cooperate with the Menominee and Delta County Health Departments regarding proper protocols for screening students and staff. In addition, the following actions will occur within the district:
  - A quarantine area will be identified and equipped with appropriate safety equipment including:
    - Face shields
    - Gloves
    - Masks
    - Sanitizing wipes and spray
  - Students or staff members that display symptoms related to COVID-19 will be quarantined under the supervision of a staff member until safely removed from the building.
  - Safety guidelines will be sent home to parents before the start of the school year recommending temperature checks for students before coming to school.
  - Administration will recommend that staff members perform daily self-examinations prior to coming to work each day.

## 6. Testing

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

- The Carney-Nadeau Public School District will cooperate with the Menominee and Delta County Health Departments regarding proper protocols for testing students and staff. In the event that a student or staff member tests positive for COVID-19 the following protocols will be followed:

### Contact Tracing in the School Setting



- If a student or staff member tests positive for COVID-19:
  - The student/staff person AND all household members of the student or staff member are immediately excluded from school. The confirmed positive student or staff member must isolate at home. The student or staff member must be excluded from school until:
    - 24 hours with no fever (without the use of fever reducing medication) and
    - Symptoms have improved and
    - 10 days since symptoms first appeared. The student or staff member is excluded from school until results of the test are negative.
- If a student or staff member within the school is symptomatic and pending lab result for COVID-19:
  - The student or staff member is excluded from school until results of the test are negative
    - If negative, the student/staff person must be symptom free for 24 hours without the use of medications prior to returning to school.
    - Household members, classmates, and teachers of the pending case should be monitored for symptoms while waiting for test results. If symptoms develop, they should call their medical provider to be tested for COVID-19
  - If positive, the student or staff member AND all household members of the student or staff member are immediately excluded from school. The confirmed positive student or staff member must isolate at home. The student or staff member must be excluded from school until:
    - 24 hours with no fever (without the use of fever reducing medication) and
- If a student or staff member within the school is a close contact to a confirmed COVID-19 case:

- The student/staff person must quarantine for 14 days since the last date of close contact.
- Household members, classmates, and teachers of the quarantined student/staff person may continue to attend school and should monitor for symptoms. If symptoms develop, they should call their medical provider to be tested for COVID-19.

### 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).

- All transportation within the Carney-Nadeau Public School District will adhere to the guidelines set forth by Michigan's *Return to School Roadmap* and the CDC.
  - Weekly professional development meetings will take place between administration and drivers to go over new, and existing, transportation guidelines set forth by the CDC and the state of Michigan's *Return to School Roadmap*.
  - All drivers will be required to keep daily sanitization logs which will be reviewed by administration.
  - Bus driver schedules will be adjusted to meet the requirements associated with increased cleaning protocols.
  - The district will work with local bussing inspectors on the proper installation of sanitizing stations at the entrance of all busses.
  - Busses will be cleaned, in accordance with CDC guidelines, after morning and afternoon bus routes.
  - Face masks will be made available at the entrance of the bus in the event that a student does not come to the bus equipped with one.
  - Weather permitting, bus drivers will keep windows open on the bus while in route.
  - Safety measures and requirements for students and staff will be sent out to all families prior the start of the school year.

### 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.

- Although the Upper Peninsula of Michigan is currently in Phase 5 of the Michigan Safe Start Plan, the Carney-Nadeau Public School district will take precautionary measures to ensure the safety of our students and staff. The following measures will be taken by the district while in Phase 5 of the Michigan Safe Start Plan:
  - We have ordered two fabric face masks for every student and staff member within our building. This supply shall be updated throughout the year so that all students and staff have two fully functioning masks at all times.
    - All students and staff will be required to wear face masks any time they are aboard our buses.
    - The school shall keep a stockpile of disposable masks on each bus and here in the office in the event that a student loses his/her mask, a mask becomes inoperable, etc
    - Students in grades PreK-5 will be required to wear masks on the bus, and in the building, but may remove their masks once they are in their classrooms
    - Students in grades 6-12 shall wear masks at all times on buses and while in the building. This does not include classroom instructional time.
    - Guests to the school building (delivery persons, independent contractors, sub

teachers, etc) shall be required to be wearing a mask prior to entering the building.

- Frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning every four hours with an EPA-approved disinfectant.
- Classrooms and desks will undergo cleaning after each class period.
  - Teaching assignments will be altered to try to keep the majority of students in self-contained classrooms.
- Staff will be required to wear gloves, masks, and face shields while performing all cleaning activities.
- A quarantine area will be identified and equipped with appropriate safety equipment including:
  - Face shields
  - Gloves
  - Masks
  - Sanitizing wipes and spray
- Students or staff members that display symptoms related to COVID-19 will be quarantined under the supervision of a staff member until safely removed from the building.
- Safety guidelines will be sent home to parents before the start of the school year recommending temperature checks for students before coming to school.
- Administration will recommend that staff members perform daily self-examinations prior to coming to work each day.
- Busses will be cleaned, in accordance with CDC guidelines, after morning and afternoon bus routes.
- Face masks will be made available at the entrance of the bus in the event that a student does not come to the bus equipped with one.
- Weather permitting, bus drivers will keep windows open on the bus while in route.
- Safety measures and requirements for students and staff will be sent out to all families prior the start of the school year.
- All athletic equipment, including balls, should be cleaned intermittently during practices and workouts. Individuals should practice physical distancing while not involved in active participation.
- Adequate cleaning schedules will be created and implemented for all athletic facilities. Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (benches, weight equipment, bathrooms, etc.). Proper sanitization will be required before participating in workouts and competition. Necessary resources will be provided to all students and staff.
- State and local guidelines for cloth face coverings will be followed by athletes and coaches.
- Restrictions and recommendations on spectator participation during athletic events will be strictly followed.

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*.

- All students and staff will be required to wear face masks any time they are aboard our buses.
- The school shall keep a stockpile of disposable masks on each bus and here in the office in the event that a student loses his/her mask, a mask becomes

- inoperable, etc
  - Students in grades PreK-5 will be required to wear masks on the bus, and in the building, but may remove their masks once they are in their classrooms
  - Students in grades 6-12 shall wear masks at all times on buses and while in the building. This does not include classroom instructional time.
  - Guests to the school building (delivery persons, independent contractors, substitute teachers, etc) shall be required to be wearing a mask prior to entering the building.
- Frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning every four hours with an EPA-approved disinfectant.
- Classrooms and desks will undergo cleaning after each class period.
  - Teaching assignments will be altered to try to keep the majority of students in self-contained classrooms.
- Staff will be required to wear gloves, masks, and face shields while performing all cleaning activities.
- A quarantine area will be identified and equipped with appropriate safety equipment including:
  - Face shields
  - Gloves
  - Masks
  - Sanitizing wipes and spray
- Students or staff members that display symptoms related to COVID-19 will be quarantined under the supervision of a staff member until safely removed from the building.
- Safety guidelines will be sent home to parents before the start of the school year recommending temperature checks for students before coming to school.
- Administration will recommend that staff members perform daily self-examinations prior to coming to work each day.
- Busses will be cleaned, in accordance with CDC guidelines, after morning and afternoon bus routes.
- Face masks will be made available at the entrance of the bus in the event that a student does not come to the bus equipped with one.
- Weather permitting, bus drivers will keep windows open on the bus while in route.
- Safety measures and requirements for students and staff will be sent out to all families prior the start of the school year.
- All athletic equipment, including balls, should be cleaned intermittently during practices and workouts. Individuals should practice physical distancing while not involved in active participation.
- Adequate cleaning schedules will be created and implemented for all athletic facilities. Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (benches, weight equipment, bathrooms, etc.). Proper sanitization will be required before participating in workouts and competition. Necessary resources will be provided to all students and staff.
- State and local guidelines for cloth face coverings will be followed by athletes and coaches.
- Restrictions and recommendations on spectator participation during athletic events will be strictly followed.

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*.

While in Phase 5 all highly recommended protocols detailed in the *Return to School Roadmap* will be followed with the exception of:

- Students in grades 6-12 will not be required to wear masks while in classrooms. However, students will still be required to wear masks during transition times and on busses.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

No protocols will be excluded.

## Final Steps for Submission

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

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

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

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

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

**Name of District/PSA/Nonpublic Leader Submitting Plan:**

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

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