
Iron Mountain Public Schools PREPAREDNESS PLAN

A Preparedness Plan template was prepared by the School Operations Work Group of the GELN COL Task Force as a resource for districts to reflect on as they prepare their own Preparedness Plans. The Iron Mountain Public School District used this template to develop this plan based on our own context and ability to implement. The IMPS District Preparedness Plans was developed in collaboration with the Dickinson County Health Department and was submitted to the School Board of Education on August 10, 2020 for approval.

This plan was made in conjunction with all stakeholders and IMPS would like to thank everyone who participated.



COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Revised 11:00 AM
08/10/20

Name of District: Iron Mountain Public Schools

Address of District: 217 Izzo-Mariucci Way

District Code Number: 22010

Web Address of the District: www.imschools.org

Name of Intermediate School District: Dickinson-Iron 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 will follow our Continuity of Learning Plan (COL), which will be updated from the previous version filed in Spring of 2020. A summary of the COL includes:

The district plans to use several models of instruction using both online learning platforms as well as in person instruction in some cases. One learning platform will be distance learning or hybrid model where students will use technology to connect remotely to their IMPS classroom teacher in order to receive their instruction. This can be done using tools such as Zoom, Skype, or Google Classroom. Distance Learning/Hybrid will be primarily for students who are quarantined or out sick. These students when out sick can still stay connected to their IMPS classroom teachers and be engaged in the classroom remotely until they are able to return physically to the classroom after their illness has passed. However, this option is also available to parents if they would like to opt for all virtual learning, but stay connected with IMPS classroom teachers. IMPS is asking parents if this is an option you would like, please schedule a meeting with the building principal. This option is for K-8.

Virtual learning is another learning platform we will utilize. Virtual learning is when students will be assigned their courses through a 3rd party learning platform such as Lincoln Learning Solutions or Michigan Virtual. For this mode of instruction, a student will receive all of the curriculum and instructional pieces through the third-party vendor. A teacher of Record (TOR) will be assigned to each student for each class. TOR’s must be a Michigan certified teacher and be properly endorsed, which requires both grade level appropriate certification and content area certification. Along with being properly endorsed the TOR must be a district employee so students will have access to IMPS teachers and will be able to communicate via email, phone calls, office hours for in person meetings, or zoom.

The district will also make available a virtual learning option that will include in person extended learning opportunities for students. Parents will have a choice to send their students to our Home-School Partnership campus to engage in hands-on activities and participate in learning with their peers. ELO’s will be limited to one day per week, with specified hours

depending on the ELO selected by the parent. This is not required for participation in our virtual format, but an option for parents if they so choose.

For those students that do not have a device, the district will provide a device. If in the event a student is not able to connect remotely for situations beyond our control, students will have access to instructional materials through a weekly instructional packet provided by a classroom teacher. 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. However, we will ask families to stay engaged with school personnel, and we will develop, in conjunction with parents and staff, a personalized and realistic education plan for their child, which will include modes of regular communication. The district will do everything it can to meet student/family needs and allow for full participation. If a student's primary mode of instruction is through hard copy instructional materials and take-home packets, the parents will be able to pick these resources up during our meal distribution times if the parents elect to have the district provide meals. If parents do not elect to pick up meals at the school, they can schedule regular pickup times with the building principals.

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, with an emphasis on continued learning. However, teachers will also be 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).

For students with technology access, content will be delivered through the online platform., 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.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. 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 communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. A phone call would also be used as a follow-up if needed. If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our phone communication system, SwiftReach,

according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or 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. The students will be given credit or no-credit. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to take and complete these courses. We are asking parents and students to abide by the safety protocols the tech center has established for that campus. When needed, the district will ensure the student has the necessary resources to be successful in the tech center program.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families particularly those families in which communication seems to be difficult. 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 Coordinator, DHHS, ISD supports etc.).

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, 31N Coordinator, ISD supports) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up.

Iron Mountain School District recognizes that the most effective mode of instruction is in person face-to-face instruction. However, should the district be placed in Phase 1-3 of the Governor's Roadmap and consequently forced to shut down, we are prepared for that change in teaching and learning. IMPS however also acknowledge that a change to virtual learning is a major disruption to the learning process and is a complex transition. For these reasons, building principals will create an ad-hoc committee for the purpose of monitoring the progress of online remote learning while the district is in phase 1-3. The primary goal of this committee is for principals to ensure they are meeting the needs of teachers in order to ensure quality instruction. Additionally, the formation of this committee will also give parents a resource to be able to bring concerns to so these concerns can be addressed in a timely fashion. Changes to our virtual learning format will occur after this committee mutually agrees on said changes.

- 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 -12 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.

District and Building Implementation Plan:

1. The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.
2. Students and parents will be encouraged to watch a safety video on the wearing of and expectations for maintenance of face coverings. We will provide this video on our district website.
3. Building, grounds, and transportation 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, grounds, or bus.
4. Disposable face coverings will be ordered and made available in the main office area.
5. Fabric and clear face shields will be provided to preK-5 teachers with the requirement to wear the clear mask/shield during instruction. Any other teacher at any grade level may also request a clear face shield if they so choose.
6. Maintenance and cleaning of face shields will be the responsibility of the teacher.
7. Individuals (staff or students) who claim medical exemption will need to meet with the district Principal/School Nurse to provide rationale and documentation.
8. Facial coverings must 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 must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
9. Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
10. Facial coverings must 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 must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
11. Facial coverings must be worn in classrooms by all students grades 5-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.
12. All students in grades EK-4 must wear facial coverings unless students remain with their classes and do not come into close contact with students in another class. In the event EK-4 students come into contact with students from another class they must wear a facial covering.
13. Facial coverings should be considered for K-5 students and students with special needs in classrooms.
14. Facial coverings should be considered for PreK students and students with special needs in

hallways and common areas.

15. Facial coverings are not recommended for use in classrooms by children ages 3 and 4.
16. Facial coverings should never be used on children under age 2
17. Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, educational assistant, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.
18. Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continue removals from the school building will result in permanent placement into remote instruction. Students will be disciplined according to the parent/student handbook.
19. Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
20. 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 with the exceptions noted in this document. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.
21. In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

2. Hygiene

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

1. Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). Cloth masks, clear masks, and face shields will be available for students and staff. Hands free hand sanitizer stations will be available in commons areas. Hand sanitizer will be placed in every classroom along with disinfecting wipes.
2. Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
3. Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
4. Custodial staff will systematically and frequently check and refill soap and hand sanitizers.
5. Students and teachers will have the ability to do handwashing with soap and water every 2-3 hours.
6. Limit sharing of personal items and supplies such as writing utensils.
7. Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
8. Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
9. Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings. These can be found at entrances/exits, office areas, and in commons areas/hallways throughout the building.

3. Cleaning

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

1. **Frequently touched surfaces** will be sprayed/wiped down at least every four hours with an EPA-approved disinfectant. Surfaces include bathrooms, door bars/handles, countertops, lockers, etc.
2. Libraries, computer labs, arts and other hands-on classrooms will clean frequently touched surfaces and materials following each class session with an **EPA approved disinfectant**. Each person will be responsible for cleaning/disinfecting their area prior to leaving their area.
3. Student desks will be wiped down with an **EPA approved disinfectant** solution at the beginning and/or end of every class period. Each student will be responsible for their own area.
4. Playground structures will undergo normal routine cleaning/spraying.
5. The district will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products
6. In the event staff is performing cleaning duties of large areas, they must wear gloves, facial covering, and face shield while performing cleaning activities. Supplies may be given to students if so requested.

4. Athletics

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

1. Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
2. Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
3. All equipment must be disinfected before and after use.
4. In the event school competitions are held, facial coverings are to be worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
5. Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
6. Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
7. Handshakes, fist bumps, and other unnecessary contact must not occur.
8. Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
9. Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

5. Screening

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

1. The District will cooperate with the local public health department regarding proper protocols for screening students and staff. These protocols will be updated as they are shared from the local and/or state and federal health agencies.
2. Every building should identify and designate a quarantine area and a staff person to care for students who become ill at school.
3. Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
4. 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.
5. Symptomatic students sent home from school should be kept home until they are symptom free and medication free for 72 hours according to CDC and local health guidelines.
6. Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.
7. Individuals coming into our district buildings will be allowed to do so by appointment only. Individuals must complete a Health Screening Worksheet. Worksheets will be available online or in the building main offices.
8. Parents will need to sign the School Health Screening Agreement for Parents/Guardians upon their student(s) returning to school.

6. Testing

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

1. The District will cooperate with the local and/or state and federal health agencies regarding protocols for students and for staff.
2. 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.
 - a. The district will follow the **“Process for a COVID-19 Case at School - Flow Chart”** provided by the Dickinson Health Department.
 - b. Positive test - 14-day Quarantine
 - c. If someone is placed in quarantine, they may decide to get a COVID-19 test, but a negative result will NOT shorten the length of the quarantine period.
3. 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.
4. 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.
 - a. The district will follow the **“Process for a COVID-19 Case at School - Flow Chart”** provided by the Dickinson Health Department.
 - b. After isolation staff/student is able to return to school
5. 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, this will be in conjunction with our Health Department and notification made by local health officials.
6. 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. Contact will be done by our Health Department. The district and local health will follow all FERPA rules and regulations.

7. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing 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).

1. Students will use hand sanitizer/hand washing prior to entering a bus or via hand sanitizer provided on the bus.
2. The bus driver, staff, and students will wear facial coverings while on the bus. Any staff or student medically unable to tolerate a mask will provide medical notation and not be required to wear a mask. Facial coverings may be cloth, homemade, or disposable masks.
3. Buses will be cleaned and disinfected following each run. This includes frequently touched surfaces. Children will not be on a bus while it is being cleaned.
4. Equipment such as car seats, wheelchairs, walkers and other adaptive equipment used to transport students will be cleaned and disinfected daily.
5. Via collaboration with parent or guardian, transportation will be worked out for any student not allowed to ride the bus home.
6. Students or bus drivers who become sick during the day must follow the proper protocols for sick students or staff.
7. Weather permitting, bus windows and doors will be kept open during cleaning to let air out and in.
8. Weather permitting, windows will be kept open while transporting students.

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 Iron Mountain School district has put together a local Preparedness Task Force. This group is made up of administrators, teachers, support staff, parents, and students. The district has also sent out a parent survey in an effort to receive feedback from our parent community on concerns they may have for returning back to school in fall. The survey is also meant to be able to address concerns in the most efficient way possible. The district has discussed concerns and is seeking direction from the school board. After compiling the information from the school board, parent surveys, and from the task force, the group will then begin identifying protocols we wish to "Require," "highly recommend," or simply "recommend."

After putting together our first draft of the plan, the task force will submit it for review to the district employees for feedback. Depending on feedback the plan may be modified. When the task force, in consultation with district employees, feel they have a completed plan, the plan will be sent to the board for review and adoption.

The district through the above-mentioned groups and processes, has decided to follow the Safe Return to School Roadmap as closely as we can, requiring all required protocols and highly recommending all highly recommended protocols with a few exceptions, which can be found in the below sections.

Additionally, we will follow all the requirements for Phase 4 under Section B even when we are in Phase 5. We are electing stricter standards than required in this Phase to provide a safe environment to our staff and students under certain sections.

Prior to the start of the school year, the District will provide Professional Development during the two back to school In-Service days. PD will be focused in part on the implementation of this plan and all

PPE related training and safety protocol training.

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 will always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Face coverings may include face shields. 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/cloth facial coverings should be washed daily.
- Disposable facial coverings should be disposed of at the end of each day.

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-4 are highly recommended but not required in the classroom.
- Homemade facial coverings should be washed daily.
- Disposable facing coverings should be disposed of at the end of each day.
- 5-12 Students will wear face masks at all times including during the classroom, unless they meet one of the exceptions noted in this document.

***Note:** Although Facial coverings fall within the “*highly recommended*” protocols for phase 5, the district has opted to “**require**” facial covering in phase 5. The district will follow all the “required” protocols as they relate to facial coverings as found in phase 4 above.

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.

SPACING, MOVEMENT AND ACCESS: No Highly Recommended Protocols for this section

SCREENING STUDENTS, STAFF, AND GUESTS:

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.

Local Health Department guidelines indicate students sent home from school should be kept home until they are symptom and medication free for 72 hours.

Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building. Parent visits will be by appointment only.

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 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. The district will protect confidentiality during notification. Local Health Department officials will assist the district during the notification process.

Symptomatic students and staff sent home from school should be kept home until they are symptom free and medication free for 72 hours.

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.

RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS:

Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

1. 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.
2. Local health officials, depending on the situation, may identify other contacts who require quarantine.
3. The District will help the local health department by collecting data and contact information of those exposed.
 - a. Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).

- b. Staff will be asked to help the district by providing seating charts to quickly identify students, which will be forwarded to the Dickinson Health Department for efficient contact tracing procedures.

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. The District will follow the ***“Process for a COVID-19 Case at School - Flow Chart”*** provided by the Dickinson Health Department.

1. Positive test - 14-day Quarantine
2. If someone is placed in quarantine, they may decide to get a COVID-19 test, but a negative result will NOT shorten the length of the quarantine period.

FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES:

Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.

Students, teachers, and cafeteria staff wash hands before and after every meal.

If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

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.

CLEANING:

Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with an EPA approved disinfectant.

Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with an EPA-approved disinfectant. Efforts must be made to minimize sharing of materials between students, as able. Each person will be responsible for their own materials.

Student desks should be wiped down with an EPA-approved disinfectant before and/or after every class period. Each student will be responsible for their own area.

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.

BUSING AND STUDENT 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.

MEDICALLY VULNERABLE STUDENTS AND STAFF:

Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.

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*.

PERSONAL PROTECTIVE EQUIPMENT: Following all strongly recommended protocols.

HYGIENE: Following all strongly recommended protocols.

SPACING, MOVEMENT AND ACCESS: No strongly recommended protocols listed.

SCREENING STUDENTS, STAFF, AND GUESTS: Following all strongly recommended protocols.

TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES:
Following all strongly recommended protocols.

RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS: Following all strongly recommended protocols.

FOOD SERVICE, GATHERING, AND EXTRACURRICULAR ACTIVITIES: Following all strongly recommended protocols.

ATHLETICS: Following all strongly recommended protocols.

CLEANING: Following all strongly recommended protocols.

BUSING AND STUDENT TRANSPORTATION: Following all strongly recommended protocols.

MEDICALLY VULNERABLE STUDENTS AND STAFF: Following all strongly recommended protocols.

- 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**.

SPACING, MOVEMENT AND ACCESS: Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

1. We have however have asked custodial staff and teachers to work together in arranging furniture in the classrooms, including eliminating furniture, to make as much space as possible to be able to meet the strongly recommended spacing protocol.

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 10, 2020

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

https://drive.google.com/drive/folders/1Rc-fd2Llkp-0hRYW1egN_8xUyOKFhAYh

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

<https://www.imschools.org/>

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: Jerome J. Sardina - Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 11, 2020

Date Submitted to State Superintendent and State Treasurer: To be completed by ISD Superintendent