

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District: Marcellus Community Schools**

**Address of District: 305 West Arbor, Marcellus, MI 49067**

**District Code Number: 14050**

**Web Address of the District: [www.marcelluscs.org](http://www.marcelluscs.org)**

**Name of Intermediate School District: Lewis Cass 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.

**1. Please describe the methods the district will use to provide alternative modes of instruction other than in-person instruction and a summary of materials each pupil and the pupil’s parents or guardians will need to access meaningfully the alternative modes of instruction included in the Plan. If the Plan relies on electronic instruction, the Plan must ensure to the extent feasible that pupils have access to a connected device capable of accessing the electronic instruction and must not penalize a pupil for the pupil’s inability to fully participate.**

***“Alternative modes of instruction” means modes of pupil instruction, other than in-person instruction, that may include, without limitation, partnerships with other districts or intermediate districts or community colleges or institutions of higher education, use of vendors, use of online learning, telephone communications, email, virtual instruction, videos, slideshows, project-based learning, use of instructional packets, or a hybrid of multiple modes of learning that still promote recommended practices for social distancing to mitigate the spread of COVID-19.***

- In Phases 1, 2, or 3, Marcellus Community Schools will primarily use a virtual model of instruction with online learning platforms (i.e. Schoology, Google Classroom, Edmentum, Calvert).
- Students who do not have home internet access will have options to access the school internet via parking lots. In some instances (when available or for students with special needs), the district may provide hot spot enabled devices.
- Students who have internet access, but not a device, will be offered a device to use.
- Students without devices or internet access/or who cannot meaningfully access public wi-fi (available in the parking lots of two district schools) will have access to instructional materials through a weekly instructional packet.
- 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 who have access to a device and internet are expected to login and complete assignments or activities for each course daily and to participate in weekly virtual meetings or lessons at specified times.
- Students will log into scheduled weekly virtual meetings/ lessons with each of their

teachers. In the event a student does not have internet accessibility, the virtual meeting will be recorded and students may download the recording in the school parking lot, where public wi-fi has been made available, or may be provided a recording on a thumb drive.

- Students without access to the internet who are participating in the learning packet delivery program will return the completed packets in curbside drop boxes located at the front of each school building. If feasible and necessary, the district may deliver or pick up instructional packets from student homes.
- Students in need of a device, supplies or materials, or textbooks will be able to pick them up at the District's Grab and Go food distribution. For those who do not participate in Grab and Go, the District will work with parents to arrange pick up and may deliver if necessary.

**2. Please describe the methods the district will use to keep pupils at the center of educational activities, including outreach to continue building relationships and maintain connections, and to help pupils feel safe and valued.**

- Elementary teachers (DK-5) will be expected to make contact with all of their students (and/or parents as applicable) at least once per week through scheduled video conferencing or virtual meetings (e.g., Big Blue Button, Zoom, Google Meets). If students/parents are unable to participate in virtual meetings, teachers will make contact via phone, email, or text weekly (2-way communication) with an emphasis on building relationships, maintaining connections and to help pupils feel safe and valued. Virtual lessons or meetings may be recorded and supplied to students through the platform or downloaded on a chrome book or a thumb drive.
- Sixth- 12th grade teachers will be expected to make contact with all of their students at least once per week through scheduled video conferencing or meetings (e.g., Big Blue Button, Zoom, Google Meets) If students are unable to participate in virtual meetings, teachers will make contact via phone, email, or text, or through the online platform (2 way communication). Virtual lessons or meetings may be recorded and supplied to students through the platform or downloaded on a chrome book or on a thumb drive.
- Attendance/ participation will be recorded in the student information system and a record of two communication will be kept by each teacher in a shared Google document (2 -way communication may be via email, phone, text, correspondence through the online platform, etc.)
- Title I and special education teachers will be expected to make contact with specific students (or their parents as applicable)
- at least once per week through video conferencing, phone, email, or text. Title and special education teachers will also engage in additional outreach efforts centered on differentiating instruction and providing remedial supports or IEP services for students
- In the event that a student is nonresponsive, or outreach efforts are unsuccessful, the student's name will be provided to the school principal who will delegate support staff to engage in more intensive outreach. Outreach efforts will include check ins for academic progress, to answer students; questions, and to provide academic support. In addition, outreach efforts will focus on student welfare, building and maintaining

relationships, and assuring students that they are important and valued.

- All Teachers will have dedicated office hours when they will be available via phone, email, and other virtual avenues such as video conferencing (e.g., Big Blue Button, Zoom, Google Meets) to offer support and assistance for parents and students.

**3. Please describe the district's plans to deliver content in multiple ways so that all pupils can access learning.**

- Content will be delivered primarily through a learning management system - Schoology (when it is fully implemented- expected in the first week of September). Both local teacher-created content as well as 3rd party content (e.g. Edmentum, Calvert) will be housed in Schoology. Google Classroom will be used if Schoology is unavailable.
- If instances where students/parents do not have access to the internet and cannot use district provided parking lot Wi-Fi, to the extent practicable and as resources allow, the district may provide hotspot enabled devices.
- In the event the student still cannot access the internet, weekly instructional packets will be provided. (The district may further aid special needs students in alignment with an IEP/504 Plan). The instructional packets may be picked up during Grab and Go food distribution. Alternatively, parents may make arrangements to pick up the packets by appointment and/or the packets may be mailed or delivered to students.

Teachers will be available via phone, email, and other virtual avenues during scheduled office hours to offer support and assistance via phone, video conferencing or email.

**4. Please describe the district's plans to manage and monitor learning by pupils.**

- Teachers will manage and monitor learning by pupils primarily through the online learning management system (Schoology) or through other online platforms (e.g., Edmentum, Calvert) and student work will be graded (or receive feedback) and recorded in teacher grade books (in PowerSchool).
- For those students who must utilize the printed instructional packet system, teachers will grade or provide feedback and record in the teacher grade book (in PowerSchool). Teacher feedback will be provided on the completed learning packet and, when possible, the packet will be returned to the student.
- For students with technology, teachers will monitor access and assignment completion on a daily basis within the instructional platform. Teachers will provide feedback to students through the online platform or email. Teachers will differentiate instruction within the platform to meet each student's needs.
- For those students who must utilize the printed instructional packets, teachers will differentiate as needed through the learning packets and can provide scaffolds during phone calls or through email.
- Parents can pick up weekly packets in the front of the school during drive through meal service distribution (Grad-n-Go) and can drop off completed instructional packets via curbside drop boxes throughout the meal service and into the evening hours. If needed, the district will pick up and deliver instructional packets to the student's home.

- All teachers will be available for support and management of student learning during their scheduled office hours and via phone calls, emails, and/or text.
- Teachers will contact parents whose students are not consistently participating to offer support, discuss any obstacles to meaningful participation and learning, and assist with solutions. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (31N Coordinator, DHHS, ISD supports etc.)
- Title and special education teachers will actively monitor student progress and participation through teacher gradebooks and by collaboration with general education teachers. Those students who are not meaningfully participating or who are struggling will be offered academic support and encouragement via phone, video conferencing, or email.

**5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.**

- Learning supplies such as paper, pencil, crayons, etc.
- Printing costs such as paper and copy machine costs
- Mailing expenses such as postage and large envelopes, bags, etc.
- Delivery expenses – fuel and mileage
- Cost for learning management systems (Schoology)
- Costs for digital course content and possible 3rd party teacher of record
- Equipment costs such as large receptacles for learning packets to be collected
- Chromebook Purchases, replacement, and repair costs, as needed
- Chromebook carry bags and additional battery bricks
- Internet access and/or hot spot enabled device costs if included in an IEP
- Personnel costs for printing, mailing, delivering, outreach, and distributing packets and food
- Cleaning and disinfecting supplies and equipment such as hand and surface sanitizer, wipes, electrostatic disinfectant sprayers, plexiglass screens, etc.
- Personnel costs for increased disinfecting of surfaces, chrome books, supplies, etc.
- Personal Protection equipment/ supplies such as face coverings and shields, gloves, and disposable gowns
- Outreach supplies such as postcards and certificates
- Additional food service costs for supplies, commodities, cleaning, personnel
- Textbook replacement costs, if needed.
- Additional technology personnel support to support working and learning from home (i.e., readying Chromebooks for home Wi-Fi, and filtering)
- Additional exterior access points for parking lot internet accessibility.
- Additional teaching staff support for virtual learning, if needed

Estimated costs are \$500,000. Sources include general funds, 31a, Title 1, food service funds and, if received, any federal coronavirus funds

**6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.**

- Collaboration efforts included virtual meetings, phone, text, surveys, and email. Union leadership was included in direct conversations regarding the Plan. Input was solicited

from all teachers, board members and administrators. Before finalizing, board members were given the opportunity to provide feedback and suggestions.

**7. Please describe the methods the district will use to notify pupils and parents or guardians of the Plan.**

The Plan will be communicated through a letter to each family. The letter will be mailed through USPS and via email, when available. A phone alert will also be used to notify parents of the Plan. In addition, teachers and support staff will attempt to contact every parent (who has not responded) via phone or email to explain the plan and determine the best delivery mode for the individual family (online or packets) Finally, the Plan will be included on the District's website.

**8. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act 160 of 1996, as amended, MCL 388.511 to 388.524, and Career and Technical Preparation Act, 258 PA 2000, as amended, MCL 388.1901 to 388.1913, in completing the courses during the 2020-21 school year.**

The community college dual enrollment team will provide frequently updated early warning notifications to the high school counselor and will send email notifications to any struggling dual enrollment students. The high school counselor will make contact through email and phone to provide assistance and encouragement. The counselor will also have dedicated (remote) office hours to receive phone calls and/or conduct virtual meetings.

Further, the Director of CTE & Post-Secondary Options, (an LCISD employee) will assist with outreach efforts for all dual enrolled and CTE students to ensure students have the ability and resources to complete these courses. The district CTE teacher will follow the same protocols as all Marcellus teachers, as described in questions number 1 and 2.

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

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

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

The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all building or district to parent communications, all handbooks, all student orientations, Open House, and all staff orientations. (Aug. 1 - August 31). The expectations include face coverings for:

- ❖ All staff and all students in grades preK-12 when on a school bus.
- ❖ All staff and all students in grades preK-12 when in indoor hallways and common areas.



- ❖ All staff when in classrooms.
  - ❖ All students in grades 6 and up when in classrooms.
  - ❖ All students in grades kindergarten through grade 5 will remain with their classes throughout the school day and will not come into close contact with students in another class. Thus, they will not be required to wear facemasks, except in hallways and on buses.
- 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. (Completed by Aug. 20)
  - Fabric or disposable face coverings will be provided to every staff member.
  - Students will be provided at least 2-5 cloth face coverings at the beginning of the school year and encouraged to secure their own additional face coverings.
  - Students and parents will be asked to ensure their child(ren) wear a clean face covering each day.
  - Disposable masks will be kept in stock and on buses and provided to students who arrive without a face covering. The District will provide students will a replacement face covering as needed.
  - Bus Drivers and office personnel will ensure disposable face masks are replenished at the beginning of each day.
  - Fabric and clear face coverings will be provided to early elementary teachers with the requirement to wear the clear mask during applicable instruction. Any other teacher at any grade level may also request a clear face covering if they so choose.
  - Individuals (staff or students) who claim medical exemption will need to provide rationale and documentation to the building principal.
  - Exempted individuals will be documented, and a list provided to applicable staff.
  - PreK-5 students will not be required to wear a face covering once they are situated in the classroom.
  - 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 and asked to put the face covering on. The incident will be documented in the student information system (log entry).
  - 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 her designee. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site for the rest of the semester or year, or until the face covering requirement is lifted.
  - 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.
  - 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 (except during meals). Instances of non-compliance will result in the guest being escorted from the building by the building or department administrator or designee.

- 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).

- All teachers whose classrooms do not have a sink will have access to a hand washing station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run low during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted on bulletin boards. It will include a hand washing schedule.
- Teachers will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video)
  - proper handwashing on the first day of school and reinforce weekly or more often if needed
  - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters and/or web pages. Parents and caregivers will be asked to review and reinforce with their students.
- Custodians or maintenance staff will
  - ❖ Procure adequate soap, hand sanitizer, paper towels, and tissues by August 1 and ensure adequate supplies are available throughout the year.
  - ❖ Post signage related to cleaning and hygiene strategies in each room, restroom and throughout the building.
  - ❖ Monitor hygiene supplies and refill as needed three times daily
  - ❖ Procure hand sanitizing stations as deemed necessary during walk-through with the building leader by August 5.
- Sharing school supplies will be limited, and each student will have their own supply box for space for materials.
- A list of these supplies will be generated as appropriate for each grade level and/or course and posted to the school website or communicated via newsletters or syllabi.

## 3. Cleaning

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

District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for usage in different wings (i.e., elementary conference room, gym storage room, custodial closed near min-lab).
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial, maintenance or other staff will walk the building wiping all high frequency usage areas at 7:00 a.m., 11:30 a.m., and 3:00 p.m., and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms or any classroom where a group meets, (i.e. art, music, gym, and media centers) will have EPA-approved cleaning supplies stored away from students. The teacher of record or custodian for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers or other assigned staff will wipe down the students desks every time students exit the room at the elementary and at the secondary level with EPA-approved disinfectant. All classrooms will have the appropriate EPA-approved disinfectant in the room and stored away from children.
- Playground equipment will undergo normal routine cleaning.
- A training on cleaning materials and protocols will be provided to the staff through a virtual or socially distanced meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom, and storage of cleaning materials.

#### 4. Athletics

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

- The district will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after practice, event, or other gathering (if and when they are permitted). Handwashing stations will be made available to participants and coaches or other staff will facilitate the process.
- Every participant will confirm that they are healthy and without symptoms via a screening protocol/ form prior to any event (if and when they are permitted). Coaches will facilitate the screening process.
- Coaches will disinfect all equipment after use.
- If and when inter-school competitions are permitted, face coverings will be required on school transportation.
- Buses and school vehicles will be cleaned and disinfected by drivers, maintenance staff, or coaches before and after use as described in the “Busing and Transportation” section (#7).
- All executive orders and/or MHSAA and NFHS guidance will be followed in regard to spectators.
- Each participant will use a clearly marked water bottle for individual use. No sharing will be permitted.
- Coaches will emphasize to all participants that handshakes, fist bumps and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment will not be permitted. Outdoor conditioning will be permitted if social distancing requirements (6 feet) can be observed.
- All coaches will be trained in applicable safety policies and procedures.

##### 5. Screening

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

- District administration will cooperate with the local health department regarding screening protocols for students and staff.
- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through a Google form/ app that they are safe to work. This will include taking their temperature and reporting this daily on the Google form/app. Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form/app, on the absence system, and must contact their direct supervisor or principal. The Facilities Supervisor and Building principals will monitor this form daily and will contact the Central Office administration to follow up with any symptomatic person and determine next steps (e.g., direct where, when, and how to get

tested and to report those results back to the school as soon as available, see primary care physician, quarantine).

- Parents and guardians will be encouraged to check students' temperatures at home every morning and directed to keep students with a temperature greater than 100.4 home.
- Each school building will identify a quarantine area to be used if a student or staff member shows COVID-19 symptoms while at school. Students who show symptoms will remain in the quarantine area until they can be picked up. This room will be outfitted with appropriate PPE including gowns, face shields, N95 masks (if available) or surgical mask and face shield, gloves, sanitizing wipes, and an internet-connected computer.
- Each building will have an identified staff person to serve as the "quarantine officer".
- From the time of identification of potential infection, the student will be attended to by the quarantine officer until the student or staff member is safely removed from the building.
- Symptomatic students send home from school who at higher risk for exposure (
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. To the extent possible, district staff will assist. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.

## 6. Testing

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

- The district will cooperate with the local health department if a confirmed case of COVID-19 is identified.
- The district will work with the local health department to identify close contacts of the affected individual. Attendance records, as well as classroom and bus seating charts will be used to assist in this effort.
- In the event of a confirmed COVID-19 case, the district will notify the health department and send a general notification to parents and staff, protecting confidentiality. The health department will interview the case, determine the isolation period and any non-school contacts.

## 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 riders will use hand sanitizer before boarding the bus. The sanitizer will be kept at the entrance of the bus.
- Drivers will assign seats to all riders. Those students who live together will be seated together.
- Assigned seats will be documented (seating chart). This document will be used in the event contract tracing is needed.

- Wearing facial coverings will be required by all riders and drivers, unless medically exempted.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Windows will be kept down when feasible and weather permitting.
- Riders will be distanced to the extent possible.
- Students will only be permitted to ride on their regular route (e.g., no riding the bus to a friend's house)
- Parents will be encouraged to use their own transportation when possible.
- Drivers will clean and disinfect the bus or vehicle after every route.
- Drivers will clean frequently touched surfaces in the drivers' cockpit, hard seats, arms rests, door handles, seat belts, controls, doors, windows, and grab handles- prior to morning and afternoon routes.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route.
- A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.

**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.**

- Face Coverings- will be required as in Phase 4, for up to 30 days beyond the date the Region in which the district is located was moved to Phase 5 (at the school board's discretion).  
During that time period, all policies and procedures, as described in Phase 4 (Section B) will be 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*.

- The district will continue requiring face coverings as described during Phase 4, for 1 to 4 weeks after entering Phase 5, at the school board's discretion, for all staff and students.
- The district will continue all strongly recommended Hygiene protocols as described in Phase 4.
- The district will continue all strongly recommended Screening Students, Staff, and Guests protocols as described in Phase 4.

- The district will continue all strongly recommended Testing Protocols for Students and Staff and Responding to Positive Cases protocols as in Phase 4.
- The district will continue all strongly recommended Response to Positive Tests Among Staff and Students protocols as in Phase 4.
- The district will follow MHSAA guidelines and all executive orders related to athletics.
- The district will follow all strongly recommended Cleaning protocols as in Phase 4.
- The district will follow all strongly recommended Busing and Student Transportation protocols as listed below:
  - Supply and strongly encourage the use of hand sanitizer before entering the bus.
  - Clean and disinfect transportation vehicles regularly, including frequently touched surfaces in the vehicle, prior to morning and afternoon routes.
  - At the school board's discretion, require bus riders and drivers to wear face coverings for 1- 4 weeks into Phase 5 (if medically feasible).
  - Continue plans to get a student who becomes ill during the school day home safely (not permitted to use group transportation).
  - Drivers who become sick during the day will not be permitted to return to drive students

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*.

At the school board's discretion, the district may not require face coverings at school or on buses after 1- 4 weeks of being in Phase 5.

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

The district will exclude the following strongly recommended protocols in Phase 4.

- Face coverings should be considered for K-5 students and students with special needs in classrooms. (The district will not require face coverings for K-5 students while in the classroom).
- Space desks 6 feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. (The district will position desks 6 feet apart as much as possible and will use larger spaces to assist social distancing efforts).
- 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. (The district will cooperate with the local health department to determine the need for staff testing).
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines. (The district will cooperate with local health department to determine appropriate steps which are dependent upon the student's risk level).

## 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:** 

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

[https://marcelluscs.org/downloads/district/covid-19\\_preparedness\\_and\\_response\\_plan.pdf?&preview=1](https://marcelluscs.org/downloads/district/covid-19_preparedness_and_response_plan.pdf?&preview=1)

*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: Nanette Pauley, Superintendent**

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

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