

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised  
07/10/20

**Name of District: Caseville Public School**

**Address of District: 6609 Vine Street, Caseville, Michigan 48725**

**District Code Number: 32030**

**Web Address of the District: cpseagles.org**

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

**Name of Authorizing Body (if applicable):**

## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

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

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

# Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
  - 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

For phases one – three, students will be taught remotely using available technology. The school has developed a 1:1 technology contract for students and families, and each student will be provided a device (chromebook), if needed. Each individual family is contacted regarding connectivity to ensure internet access and provide hot spots if needed. Students and teachers will then follow the order of the regular class schedule, beginning at 8am. Each class/content area will meet for 30 minutes, with 10 minutes in between. There will then be a break for lunch, and staff will be available virtually for office hours from 12:30pm -2pm. Staff committee and PLC meetings will take place from 2-3pm. All teachers will use Google Classroom and Zoom. There will be class and parent meetings, virtually, to familiarize and walk parents and students through the distance learning process and what it will be like. Teachers will continue to report to the school building when in phase three and will provide class content from their classroom. Daily and weekly expectations will be spelled out for staff, students, and parents regarding workload. This will be made into an easy to understand PDF and shared.

- 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.

All drivers are medically able to wear masks. Families will sit together when riding the bus and will be given assigned seating from back to front to limit interactions. All riders will be required to wear masks unless medical documentation is provided. An additional staff member will ride the bus along with the driver to ensure students stay in assigned seats and wear face masks. Disposable masks will be provided as students board the bus, if needed, and upon entering the school building. In all common areas, all students and staff will be required to wear masks unless medical documentation is provided. Staff and students grades 6-12 will continue to wear facemasks in the classroom, where additional disposable masks will be provided if needed. When in their classrooms, elementary students will not

be required to wear masks, as they are with the same cohort all day, but when leaving the room for any reason, they will be required to wear a mask. Any student refusing to wear a mask without documentaion, will be given the option to put a mask on or to continue learning from home.

## 2. Hygiene

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

Hand sanitizing stations throughout the building and in every room and on each bus will be provided. Each room and bus will be equipped with a "Covid Kit" containing disposable masks, hand sanitizer, gloves, and bleach cleaning solution. It will be safely stored. Proper handwashing techniques will be taught and reviewed with students, especially elementary. Staff and students will be expected to sanitize hands when entering and exiting rooms. Supplies of writing utensils will increase to keep individual use of such materials and eliminate the need to share supplies. Supplies labeled with student names. Students will be encouraged to bring individual refillable water bottles to be filled in classroom sinks. Desks will be arranged to allow as much distance as possible and all facing the same way. Proper hygiene for coughing, sneezing, blowing noses, etc. will be taught and encouraged. Regarding meal service, breakfast will be delivered to first period classrooms by food services staff wearing proper PPE. Students will go to lunch in small cohorts of less than 50 and will not touch utensils of any kind. They will sit at lunch tables, keeping six feet apart. This will be marked on lunch tables to help maintain proper social distance.

## 3. Cleaning

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

Each room and bus will have a "Covid Kit" on it with a bottle of bleach solution to disinfect areas immediately when needed. Envirox, when time allows. Face masks, hand sanitizer, and gloves will also be included. A training will be given to staff at the beginning of the year to review procedures and expectations. Custodial staff will disinfect the building with Envirox at the end of the day. Students will have access to the use of their own device for working on in the computer lab, but other frequently touched areas will be cleaned. When possible, students in grades K-12 will remain in their same classroom with similar classmates throughout the day, and staff will instead come to students. This includes specials time in elementary. When necessary for students to move to another location, desks will be wiped down with bleach solution. Between recess, equipment will be disinfected with Envirox and smaller groups will be outside at a time. Covid Kits will be stored in teacher closets in each room. Cleaning of buses and facilities will take place when there are no students present and custodial staff will be wearing gloves and face coverings.

## 4. Athletics

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

Caseville Schools will be completely compliant with any and all MHSAA regulations , along with the Return to School Roadmap. This includes travel and transportation, the wearing of face coverings, etc..

**5. Screening**

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

Parents and staff will be instructed to take their child's temperature before coming to school for the day. If it reads 100.4 or above, students and staff are to be kept home. Each student will undergo a temperature check upon boarding the bus and if displaying any symptoms while at school, using a touchless thermometer. The building will not be open until 7:50 to decrease amount of time students are in the hall prior to the start of school and to allow for better screening as students enter the building. If a student or staff member is found to have a fever, they will go to the clinic/quarantine room until they are able to safely leave the building. They will need to be fever free for 24 hours before returning to school.

**6. Testing**

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

School will communicate with Huron County Health Department regarding any positive tests and help with contact tracing. If a student or staff member is sent home with Covid-19 symptoms, they need to either show a negative test or follow CDC guidelines for isolation (14 days). For any positive Covid-19 test, parents will be notified, contact tracing will begin, facilities will be cleaned based on guidelines, and health officials will be contacted.

**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).

Hand sanitizer will be dispensed as students board the bus and face masks will be available to those who need it. Drivers will wear face coverings, along with additional staff and all students who are medically able. Families will be given assigned seating together to limit interaction and will board the bus back to front for the same reason. Between runs, buses will be disinfected with Envirox, including driver cockpit and student seating areas. Students within the Caseville city limits will be encouraged to walk, ride a bike, or use parent provided transportation to try to decrease the amount of riders. As students board the bus, there will be a temperature check. If they are able to safely deboard the bus at that time to go home in the event of a temperature, they will. If they are not able to safely do so, they will sit in a separate area with a facemask and go directly to the quarantine room when arriving to the school. In the event that a student cannot ride a school bus home and instead needs to be transported using a school van, the student and staff driving will wear facemasks if medically able and the vehicle will immediately be disinfected upon return to the building.

**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 school will continue to follow the guidelines and procedures established to limit interactions and contact, but spacing will relax within the classroom and students may no longer be required to wear facemasks.

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*.

K-12 staff who are medically able to wear facemasks will do so except when eating. K-12 students who are medically able will wear facemasks when in common areas. Covid Kits will be stocked and stored safely in each classroom in the building, containing PPE, bleach solution, etc. to maintain cleanliness of the building. Regular disinfection with Envirox will continue to take place. Proper and regular handwashing will continue to be enforced, along with proper hygiene and sneezing to limit the spread of germs. Hand sanitizer will continue to be stocked at the entrance to all rooms with the continued expectation that all students and staff will hand sanitize hands when entering and leaving all rooms. Teachers will hand sanitize between classes. The school will maintain the quarantine area for any sick children and intervention of Covid19 protocols used in phase four will continue to be used (staff use of PPE, student sent home, students/staff with symptoms stay required to stay home until a negative test or recovered according to CDC guidelines). School will screen and record any non-school employees or visitors entering the building for temperature and/or symptom. The school will also continue to follow protocols for testing and responding to positive cases of students and staff (those symptomatic will wear a mask, leave the building for testing, parents notified of any positive tests or clinically diagnosed cases, those sent home due to symptoms kept home until negative test or released based on CDC guidelines, help with contact tracing for any additional need for quarantine). Additionally, the school will continue to notify and work with local health department, along with students and staff, in the event of positive cases, while maintaining confidentiality. Regarding food services, workers will use barrier protections (masks, gloves), students and staff will wash /sanitize hands before and after eating, any large gatherings will comply with current executive orders regarding size. Any field trips will comply with transportation guidelines, At phase five, athletic events will follow MHSAA guidelines, crowds will be limited to 50 indoors and 250 outdoors and social distancing will be encouraged. Participants will wash hands and pass temperature screens before playing. Equipment will continue to be disinfected after use. Transportation guidelines for sporting events will be followed, and all participants will continue to be expected to use their own individual water bottle. Most frequently touched and used areas will continue to be cleaned and disinfected between uses with bleach solution, playground equipment will continue to be cleaned regularly, along with athletic equipment with EPA approved disinfectant or bleach solution. All cleaning supplies will be stored safely. Hand sanitizer will continue to be used when boarding and exiting the school bus. Those medically able will continue to wear a facemask, the bus will be cleaned and disinfected between runs, including frequently touched surfaces. When the bus cannot be used by students, either parent/family pick up for transportation in school van will take place following safe transportation guidelines, sick students will not be allowed to ride on the bus, and sick drivers will not be allowed to complete a bus route. We will continue to plan for meeting students and staff needs who are in a high risk category of Covid and IEP students. School staff will meet in committees to make any needed adjustments to our plans.

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*.

Every effort will be made to continue to comply with all highly recommended protocols from the Return to School Roadmap.

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

No highly recommended protocols for phase four will be excluded from our reopening plan.

## 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: 08/12/2020**

**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:**

*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: Megan Koslowski/Ken Ewald**

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

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