

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Name of District:
KRESA

Address of District:
1819 E. Milham Ave.
Portage, MI 49002

District Code Number:
39000

Web Address of the District:
www.kresa.org

**Name of Intermediate
School District:**
KRESA

KALAMAZOO RESA
INSPIRING EDUCATIONAL EXCELLENCE



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:

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*.

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.

Per Executive Order 2020-142, the KRESA Preparedness and Response Plan provides a description of instructional support and/ or the safety protocols provided by the district in Phases 1-3 (Remote Learning) and Phases 4 & 5 (In-Person Learning) and aligns with the MI Safe Schools Roadmap. A general overview of the plans are as follows:

Phases 1-3 (Remote Learning)

The district has updated our Continuity of Learning Plan (utilized for remote learning circumstances) based on input from stakeholders--students, parents/guardians, and staff. Some highlights of updates include: utilizing Google Classroom (center-based programs) or SeeSaw (preschool programs) as common platforms, the addition of weekly office hours for teachers/staff, common expectations for teachers to provide synchronous/asynchronous instruction, and replacing the coordinated and collaborative OT, PT, speech and classroom teacher instruction with individual/ small group OT, PT, and speech sessions based on individual needs.

Phases 4 & 5 (In-Person Learning)

The district will return to in-person instruction for students within KRESA center-based and preschool programs due to the nature of the child/student’s disability related needs. The district has adopted the required safety protocols as well as most of the “Strongly Recommended” protocols identified within the MI Safe Schools Roadmap. These will be in place for both Phase 4 and Phase 5 for consistency purposes as well as for the safety of students and staff. For students with medical needs which make in-person learning a concern, the district will work in collaboration with families and their medical providers to consider medical documentation and make necessary IEP team decisions.

The “KRESA Programs and Services by Age Range” document provides additional details for learning in Phase 1-3, and Phase 4-5. ([View KRESA Program and Services by Age Range PDF](#))

Phase 4

PERSONAL PROTECTIVE EQUIPMENT

Requirements from the Michigan Return to School Roadmap

1. [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.
 - PreK-5 and special education teachers should consider wearing clear masks.
 - Homemade facial coverings must be washed daily.
 - Disposable facial coverings must be disposed of at the end of each day.
2. 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.
3. 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.
 - Homemade facial coverings must be washed daily.
 - Disposable facing coverings must be disposed of at the end of each day.
 - Note: Staff serving students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
4. Facial coverings must be worn in classrooms by all **students grades 6-12**. 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.
5. All **students in grades K-5** must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Strongly Recommended from the Michigan Return to School Roadmap

6. Facial coverings should be considered for K-5 students and students with special needs in classrooms.
7. Facial coverings should be considered for preK students and students with special needs in hallways and common areas.
8. Facial coverings are not recommended for use in classrooms by children ages 3 and 4.
9. Facial coverings should never be used on children under age 2.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

Staff & Interns

- Administrator notification by building of mask requirements and expectations; Provision of and review of the KRESA Preparedness Plan; Safe Schools Module; signage posted at the entrance of each building
- Access to Masks:
 - Staff--may provide their own mask or use district provided single use mask provided at entry
 - Fabric masks must be washed daily
 - Single use mask must be replaced daily or when noted concerns with mask (these will be purchased and provided by the district)
 - The district reserves the right to request medical documentation for those who indicate they are unable to wear a mask

Students

- Building Welcome Back Letter to students and families will include safety protocols including mask requirements
- Access to Masks:
 - Students/ families--may provide their own mask or use district provided single use mask provided at entry
 - Fabric masks must be washed daily
 - Single masks must be replaced daily or when noted concerns with mask
 - District will have masks available for those who need a mask
- Instruction and Signage:
 - Teachers will teach how to use masks
 - Signage will be posted at the entrance of each building as well as around the building

Visitors

(only those essential to the functioning of the building, a parent(s) for an IEP, or appointment--Phase 4)

- Signage posted at entrance will require masks.
- Visitors will be provided a single use mask at entry .

Transportation

- Masks will be available on an as needed basis for those who are unable to provide their own mask.

General

- Each building will document daily, which students are unable or refuse to wear masks for contract tracing purposes.
- Administrators will keep a list of those employees who are unable to wear a mask for medical reasons to assist with contract tracing if necessary.
- Any visitor who refuses to wear a mask and can not provide medical necessity will not be allowed to enter the building.

Phase 4

HYGIENE

Requirements from the Michigan Return to School Roadmap

1. [Adequate supplies](#) of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided to support healthy hygiene behaviors
2. [Staff will 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.

Strongly Recommended from the Michigan Return to School Roadmap

3. Staff and students will [cough and sneeze into their elbows or cover with a tissue](#). Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
4. Soap and hand sanitizers will be systematically and frequently checked and refilled.
5. Students and teachers will have [scheduled handwashing](#) with [soap and water](#) every 2-3 hours.
6. Students and staff will limit sharing of personal items and supplies such as writing utensils.
7. Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.
8. Staff will limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
9. [Portable handwashing and/or hand sanitizing stations](#) will be procured and set up throughout school buildings where needed.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

- All classrooms have access to a sink with soap and water or CDC approved hand sanitizer.
- KRESA will 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, and tissues; these will be checked daily and restocked as appropriate).
- Posted signs reinforcing proper techniques for:
 - handwashing techniques,
 - Social distancing,
 - Sneezes and coughs
- KRESA Teachers will 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.
- KRESA classroom staff will minimize the sharing of supplies, instructional tools, or other classroom items; any shared items will be cleaned prior to use.

Phase 4

SPACING, MOVEMENT, AND ACCESS

Strongly Recommended from the Michigan Return to School Roadmap

1. In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
2. As feasible, all desks will be arranged facing the same direction toward the front of the classroom.
3. Teachers should maintain six feet of spacing between themselves and students as much as possible.
4. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
5. Signage will be posted to indicate proper social distancing.
6. Floor tape or other markers should be used at six foot intervals where line formation is anticipated.
7. Social distancing floor/seating markings will be placed in waiting and reception areas.
8. Signs will be placed on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
9. Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

- KRESA will provide signage for social distancing.
- Health Screening for visitors (only those essential to the functioning of the building, a parent(s) for an IEP, or appointment Phase 4).
- KRESA will provide facial coverings for guests.
- Hand sanitizer will be available at entry to the building.
- KRESA will track all non-employees who enter buildings at the building level.
- Each classroom team will review the size of the classroom space; they will space desks to allow for social distancing between students or establish spaces at tables that allow for social distancing.
- Students will remain within their classroom unit; students will rotate into specials with their entire class; cleaning protocols will be followed between classes.
- Restrooms will be monitored and signs posted establishing safety protocols.
- Visitors will be limited to those essential to the function of the building, parents attending an IEP with the classroom teacher, and to those with an appointment (Phase 4).
- Visitors will need to complete a health screening and follow building protocol for entry.

Phase 4

SCREENING STUDENTS AND STAFF

Requirements from the Michigan Return to School Roadmap

1. Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. (TBD by Local or State Health Department)

Strongly Recommended from the Michigan Return to School Roadmap

2. Every school 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. 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.
4. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).
5. 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.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

Staff

- KRESA has established the KRESA COVID-19 Preparedness and Response Plan, developed in collaboration with the Kalamazoo Health and Community Services Department. All KRESA employees were required to read and acknowledge that they understand the expectations.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work and either complete a Health Affidavit or by badging into the building (badging in signifies agreement with the Health Affidavit).
- KRESA will provide protocols on steps to follow when ill (protocol and KRESA Preparedness Plan).
- KRESA will provide information on how to find a testing site.
- KRESA will continue to collaborate with the Kalamazoo Health and Community Services Department.
- Staff who may have been exposed to Covid or are experiencing Covid symptoms must report this to their administrator immediately; HR will be notified; staff will follow the KRESA Preparedness Plan on when they may return.

Students

- Families will conduct daily student-examinations, including a temperature check, prior to coming to school along with completing a Health Screening Affidavit.
- KRESA will provide families with sick protocols (Welcome Back Letter with Protocols).
- KRESA will identify quarantine areas and staff to monitor these areas.
- KRESA will provide the PPE necessary for safety within the quarantine areas
- Parents/ families/ caregivers are asked to report immediately any possible exposure to Covid or a positive Covid cases to the building; families will be given information on how and when a student may be able to return to school.
- If the student becomes ill at school, parent communication will occur immediately with directions on when and how to pick up their student along with testing information and how and when the student may be able to return.

General

- A quarantine area will be identified in each building; staff will be identified to support students; PPE (face shield, masks, KN 95 masks, disposable gowns, gloves) will be provided; two way communication and log sheets will be provided.
- The building administrator or designee will immediately contact the District Liaison who will communicate with the Health Department if a person on school premises exhibits symptoms of Covid or if the district has been notified by an individual of a Covid + result.
- The building will develop a list of individuals the symptomatic person came in close contact with and provide this information to the health department; the district/ Health Department protocol for notification of individuals who may have been in contact with a symptomatic or Covid + individual will be implemented.
- The following protocols for buildings have been developed:
 - What to do if sick/ when can you return
 - How to find a testing site
 - Process for procedures for an onsite symptomatic person/ Health Department contact

Phase 4

TESTING PROTOCOLS FOR STUDENTS & STAFF & RESPONDING TO COVID POSITIVE CASES

TESTING

Requirements from the Michigan Return to School Roadmap

1. Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. (TBD by Local or State Health Department)

Strongly Recommended from the Michigan Return to School Roadmap

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.
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](#).
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.
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. 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.
7. Only those that develop symptoms require testing for COVID-19.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

- KRESA will work in collaboration with the health department on notifying appropriate individuals regarding Covid exposure.
- KRESA will provide information and signage on how to find a testing site.
- KRESA will provide directions for how long individuals should quarantine at home if they have symptoms or have been exposed and/ or tested positive (CDC guidelines/ Health Department).

Phase 4

TESTING PROTOCOLS FOR STUDENTS & STAFF & RESPONDING TO COVID POSITIVE CASES

RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

Requirements from the Michigan Return to School Roadmap

1. All schools must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.

Strongly Recommended from the Michigan Return to School Roadmap

2. Notify Public Health - Kalamazoo County, 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.
3. Public Health - Kalamazoo County 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.
 - Public Health -Kalamazoo County, depending on the situation, may identify other contacts who require quarantine. Schools will help the Public Health Department of- Kalamazoo County by collecting data and contact information of those exposed.
 - Staff will adhere to 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).
4. Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Public Health - Kalamazoo County will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
5. [Cleaning staff should wear](#) a surgical mask, gloves, and a face shield when performing cleaning of these areas.
6. If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

- KRESA will cooperate and collaborate with Public Health regarding any required action.

Phase 4

FOOD SERVICE, GATHERINGS, AND EXTRA CURRICULAR

Requirements from the Michigan Return to School Roadmap

1. Indoor assemblies that bring together students from more than one classroom will be prohibited.

Strongly Recommended from the Michigan Return to School Roadmap

2. Classrooms and outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.
3. If cafeterias must be used, meals times should be staggered to create seating arrangements with six feet of distance between students.
 - Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
 - Students, teachers, and food service staff should wash hands before and after every meal.
4. If possible, school-supplied meals should be delivered to classrooms with disposable utensils.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

- Students will have breakfast (if provided) and lunch in their classrooms; each building will establish a distribution protocol.
- Kitchen staff will follow recommended CDC guidelines in the handling and distribution of meals.

Phase 4

ATHLETICS

Requirements from the Michigan Return to School Roadmap

1. The district plan will 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. Inter-school competitions may be held provided that facial coverings are 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.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

- KRESA students attend programs for students with significant disabilities and do not participate in school sponsored athletics; however, should a student be included in a sport all resident district Athletic requirements will be followed.

Phase 4

CLEANING AND DISINFECTING BUILDING AND CLASSROOM

Requirements from the Michigan Return to School Roadmap

1. [Frequently touched surfaces](#) including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an [EPA-approved disinfectant](#) or diluted bleach solution.
2. Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an [EPA-approved disinfectant](#) or diluted bleach solution.
3. Student desks must be wiped down with either an [EPA-approved disinfectant](#) or diluted bleach solution after every class period.
4. Playground structures must continue to undergo normal routine cleaning, but using an [EPA-approved disinfectant](#) is [unnecessary](#).
5. 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. Staff must wear gloves, surgical masks, and face shield when performing all cleaning activities.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

- District Operations and administrators met to review the recommended cleaning and facilities requirements in the Return to School Roadmap and CDC recommendations.
- The district has secured EPA approved cleaning solutions, reviewed cleaning protocols, identified and/ or purchased PPE necessary for the opening of school.
- Building custodial cleaning teams have been established with cleaning routines and timelines.
- Regular Building safety/ facilities meetings have been established to maintain communication.
- Supplies (tissue, cleaning buckets with EPA/ program approved, hand sanitizer, paper towels, etc.) will be checked daily and replenished as appropriate.
- KN95 masks, disposable gowns, face shields and gloves will be provided for the quarantine areas.
- Secure locations within each building that is accessible to classroom staff have been identified to house additional cleaning supplies.
- All restrooms will be deep cleaned every evening and touch points (light switches, sinks, toilets, door handles, etc.) every 4 hours during the day.
- Classroom staff will clean desks before and after school and multiple times throughout the day along with light switches, any hands on items within the classroom--technology, instructional tools, any other appropriate items with an EPA/ program approved cleaning solution.
- The playground equipment touch points will be regularly and routinely cleaned

Phase 4

BUSING & TRANSPORTATION

Requirements from the Michigan Return to School Roadmap

1. Drivers will require the use of hand sanitizers before entering the bus. Hand sanitizer will be supplied on the bus.
2. The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
3. Transportation vehicles will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned.
4. Frequently touched surfaces in the vehicle will be cleaned and disinfected (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.
5. Equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.
6. Create a plan for getting students home safely if they are not allowed to board the vehicle.
7. If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
8. Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
9. Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

Deans Transportation will be providing services for pre-kindergarten students.
Dean Transportation Operations

Transportation for students Kindergarten through Age 26 provided by Local Districts:

Masks

- Masks will be available for those who are unable to provide their own

Cleaning

- Hand sanitizer will be supplied and distributed upon student entry to the bus.
- Transportation vehicles will be cleaned and disinfected after every run with nightly deep cleaning or misting. This includes cleaning and disinfecting frequently touched surfaces such as:
 - driver's cockpit surfaces
 - hard seats
 - arm rests
 - door handles
 - seat belt buckles
 - light and air controls
 - doors and windows, and
 - grab handles
- Children will not be present when a vehicle is being cleaned.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily with EPA approved disinfectants
- Transportation meetings have been scheduled with all county representatives to assist with communication and consistency of the implementation of the requirements within the Return to School Roadmap.
- Bus/ transportation requirements will be provided to families

Phase 4

MEDICALLY VULNERABLE STUDENTS AND STAFF

Strongly Recommended from the Michigan Return to School Roadmap

1. Staff should 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 update their care plans as needed to decrease their risk for exposure to COVID-19.
2. 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.

District and Building Implementation Plan

TIMELINE: AUGUST 31, 2020 – JUNE 30, 2021

Staff

- Any staff who are medically vulnerable will need to work with their building administrator and HR to discuss reasonable accommodations and/ or a plan to work from home

Students

- If families identify their student as being medically vulnerable, the teaching staff will work with the family to identify the risk and develop a plan to address the student's needs.

General

- Care Plans, IEPs, and IFSPs will be monitored and/ or reviewed

Phase 5

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 Strongly Recommended Protocols listed in Phase 4 will remain in place during Phase 5.

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 Strongly Recommended Protocols listed in Phase 4 will remain in place during Phase 5.

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.

The Strongly Recommended Protocols listed in Phase 4 will remain in place during Phase 5.

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, what is listed in Phase 4 will remain in place for Phase 5.

Final Steps for Submission

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

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

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

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

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

Name of District/PSA/Nonpublic Leader Submitting Plan:

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

Date Submitted to State Superintendent and State Treasurer: