

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

07/09/20

**Name of District:** Imlay City Community Schools

**Address of District:** 634 W. Borland Road, Imlay City, MI, 48444

**District Code Number:** 44060

**Web Address of the District:** [www.icschools.us](http://www.icschools.us)

**Name of Intermediate School District:** Lapeer 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

**Note: the term “staff” as it appears in all sections and elements of the ICS Preparedness Plan refers to individuals employed by the district (both full-and-part-time), as well as all employees and servicers contracted for work in the district through a third-party.**

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.

If Imlay City Schools is located in Phase 1, 2, or 3 of the Michigan Safe Start Plan, the district will offer alternative modes of instruction other than in-person instruction. The details of our plan are:

- ICS intends on providing an online mode using Edgenuity Courseware for students in grades 6-12 and Edgenuity Pathblazer for students in grades K-5.
  - Edgenuity Courseware: a full site of core curriculum, AP, honors, elective, dual credit, and credit recovery courses for middle and high school students. These online courses and curriculum are built using an instructional model grounded in research and aligned to state standards and NGSS. It combines direct-instruction videos featuring expert, on-screen teachers with rigorous assignments, performance tasks, and assessments to engage students and ensure subject-area mastery. Courseware offers core curriculum, credit and concept recovery, advanced placement, world languages, career electives, general electives, state-specific courses, and social and emotional courses.
  - Edgenuity Pathblazer: a comprehensive core curriculum offers students a variety of embedded instructional supports in every lesson across the curriculum. Throughout lessons, students receive feedback and assessments to guide their learning.
- ICS will provide all students access to an ICS teacher.
- This is an online program which will require students to have technology devices and internet services. ICS is planning to provide all students with a Chromebook to ensure participation in learning. Chromebooks have been ordered. Should there be a gap in time from the beginning of the school year to the time all Chromebooks arrive and are in student hands, ICS will implement a mixed-media delivery approach. This will include the availability of hard copy materials (packets, letters mailed home, books, etc.) to students and then the internet-based materials as described above. Please note, if a family selects the “Virtual/Distance Learning” option prior to the beginning of the year in phases 4 or 5, their entire program will be completely virtual with no supplemental packets. Additionally, even with devices, if internet accessibility is problematic for students, we will provide the mixed-media approach as we work to help families with connectivity challenges.
- To access the modes of instruction, students and families will need writing tools (packets), a school provided email address (provided to all students and families), and if they elect to

access the electronic instruction, a device from which to do so.

- All teachers in grades K-12 will implement Google Classroom as an online learning management system and for continuity of platform district-wide.
- We will also use communication methods that include email, telephone, virtual instruction, videos, project-based learning opportunities, Google Hangouts, etc.

Our goal is to keep students at the center of educational activities that prioritize student connection and family access to information. We will strive to reach out to all of our students as often as possible. Important notifications will be written and will be dispersed to our families in several ways and through multiple platforms: 1. mailed home to every household (both in district and out of district), placed on the district website homepage, communicated via social media platforms (District Facebook page, individual building Facebook page, District Twitter page, and District transportation Facebook page.) Additionally, a phone message/alert will be sent to all families via School Messenger which is tied to our PowerSchool platform. All important notifications will be uploaded onto our District website for accessibility.

These communication methods and platforms are ones in which our students and families are already familiar with and that currently exist in our school system. As possible, communication (and content) will be provided in Spanish to ensure our plan and communication reach all of our families in a language that they will best understand.

We will consistently encourage and maintain two-way communication with students and families. Our staff will work daily to maintain the positive and collaborative relationships they have established with students and families in efforts to provide support and encourage participation in educational activities. This includes responding in a timely manner to communication requests and also initiating communication with students and families weekly. District admin will support these endeavors and assist teachers.

We will prioritize the social and emotional and mental well-being of students through the use of our recent SEL training and support from our district counselors and social workers.

Each building in the ICS district will maintain a document of what learning is being provided by individual teachers and track participation and learning. Teachers will use a variety of tools and strategies to monitor and provide feedback. An example would be projects that students create to demonstrate (via phone calls, videos, artwork, etc.) their learning. Other tools that may be used include digital survey tools.

ICS has provided social and emotional learning practices links and resources to all families through communication methods as listed above in question 7. Additionally, these links and resources will continue to be shared weekly as part of our continued learning plan weekly communication. The following plans are in place to address the ongoing mental health needs of our students and families:

ICHS: Counselors at our high school have been working to connect with students previously identified as needing mental health support prior to closure. Additionally, they have been responsive to students who have reached out to them requesting support or answers to questions. While these responses are as needed, as with all of our staff, counselors have formal office hours each Monday and Wednesday from 1:00-3:00 PM for on-the-spot live support. They will also be available to collaborate with teachers to assist teachers in meeting the mental health of students.

ICMS: The Counselor at our middle school has been working to connect with students previously identified as needing mental health support prior to closure. Additionally, she has been setting up an on-line platform to provide ease of access for students and families to reach her. She will also be available to collaborate with teachers to assist teachers in meeting the mental health of students.

Borland and Weston Elementary: The social worker for Borland and Weston will be checking in with her caseload of students/families identified for support prior to closure. If other students are identified for

support, she will work with building principals to establish contact with families and students. She will also be available to collaborate with teachers to assist teachers in meeting the mental health of students.

**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.

**Staff Facial Coverings**

Imlay City Schools will provide each staff member, throughout the district, enough masks/facial coverings for two weeks. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Masks will be purchased and provided by the district. For all staff, homemade facial coverings must be washed daily and disposable facial coverings must be disposed of at the end of each day.

Facial coverings will always be worn by staff, except for meals, unless face coverings cannot be medically tolerated or unless a staff member is incapacitated or unable to remove the facial coverings without assistance. PreK-5 teachers will consider wearing clear masks as available.

All staff will wear facial coverings when on a school bus. This is to include school bus drivers, school bus aides, and any other staff that may be present on a school bus.

All staff will wear facial coverings when in hallways and common areas, when in classrooms, and when unable to appropriately social distance at any time, at any place, on school campus.

If a staff member arrives on campus without a mask, one will be provided for them.

A staff member who is medically unable to tolerate a mask must provide documentation from a medical professional. This documentation must specifically state that a mask is not medically tolerable. Individuals who are medically unable to wear masks or face coverings will be asked if they can tolerate a face shield.

Building and district administration will monitor the implementation of these required components.

**Student Facial Coverings**

Imlay City Schools will provide each student, throughout the district, a mask/facial covering.. These masks will be purchased and provided by the district. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. For all students, homemade facial coverings must be washed daily and disposable facial coverings must be disposed of at the end of each day.

Facial coverings will be worn by PreK-12 students during school bus transportation unless face coverings cannot be medically tolerated or a student is incapacitated or unable to remove a face covering without assistance.

All students will wear facial coverings when in hallways and common areas in all buildings, except during meals.

Facial coverings will be worn in classrooms by all students in grades 6-12 unless a student is medically unable to tolerate a mask or incapacitated or unable to remove a face covering without assistance.

All students in grades K-5 will 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.

If a student arrives on campus without a mask, one will be provided for them.

A student who is medically unable to tolerate a mask must provide documentation from a medical professional. This documentation must specifically state that a mask is not medically tolerable. Individuals who are medically unable to wear masks or face coverings will be asked if they can tolerate a face shield.

Staff will work to build in positive behavior intervention support teachings/lessons focused on mask wearing requirements during the school day, including, correctly putting masks on and off as required. This will include direct instruction with common vocabulary, thorough and intentional communication of expectations and requirements, and building positive and trusting relationships with students to encourage mask wearing requirements. Required mask guidelines will be added to each building's Code of Conduct and student handbooks.

Building and district administration, along with classroom teachers and building staff members, will monitor the implementation of these required components.

\*In addition to these required components, building administrators will consult with special education teachers and directors to consider facial coverings for K-5 students, with special needs, in classrooms.

## 2. Hygiene

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

Imlay City Schools will provide adequate supplies to support healthy hygiene behavior. This includes soaps, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques.

Information regarding the district's purchasing of supplies to comply with these requirements can be found below in the cleaning section.

All buildings will intentionally teach and provide expectations for handwashing with soap and water for at least 20 seconds and articulate the appropriate and safe use of hand sanitizer that contains at least 60% alcohol.

In addition to the required components, ICS will also attend to the "strongly recommended" components. This includes educating staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Tissues should then be thrown into the trash and hands washed immediately using proper hand hygiene techniques. All soaps and sanitizers will be checked frequently and refilled as needed. K-5 Teachers/classrooms will have scheduled handwashing with soap and water at least

every 2 to 3 hours. Students in grades 6-12 will be encouraged to wash hands as frequently as possible. All teachers/classrooms/buildings will strive to limit the sharing of personal items and supplies such as writing utensils. Students' personal belongings will be kept separate and in individually identified cubbies, containers, lockers, or areas. Students will not share lockers or space where personal items are kept. All classrooms will limit the use of shared classroom materials and if needed, will be done only in small groups and staff will disinfect between use. Hand sanitizing stations are being purchased and provided in each building.

### 3. Cleaning

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

#### **Cleaning**

Cleaning efforts, including the purchasing of EPA-approved disinfectant and industrial cleaners and equipment will be coordinated by the Director of Custodial Services in conjunction with management and staff from DM Burr.

Frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning by custodians every four hours. An EPA-approved disinfectant or diluted bleach solution will be utilized during each cleaning.

Classrooms and learning spaces featuring “hands-on” learning experiences, shared equipment, computers, and/or materials will undergo cleaning after every class period. Any shared equipment (lab equipment, art equipment, gym materials, etc.) will be cleaned after use with an EPA-approved disinfectant or diluted bleach solution. Elementary buildings will clean classroom hands-on materials and resources as aligned with cohorted classroom procedures.

Student desks will be wiped down with an EPA-approved disinfectant or diluted bleach solution after every class period in which students change classrooms or after seating within a classroom.

Libraries will be closed, and library books will be selected remotely and distributed directly to classrooms by an adult employee. An adult employee will collect books directly from students. Books will be quarantined in the library for a period of one week before being eligible for redistribution.

Playground structures will undergo normal cleaning, as per current practice.

Cleaning and disinfection products will be stored safely away from children in locked storage with adequate ventilation.

Transportation vehicles will be cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned. Frequently touched surfaces in the vehicle, including surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors, windows, and grab handles will be cleaned prior to morning routes and to afternoon routes. Bus cleaning will be conducted by bus drivers, transportation personnel, mechanics, and/or custodians, as appropriate.

Car seats, wheelchairs, walkers, and other adaptive equipment being transported to school will be cleaned daily by bus drivers and bus aides.

Staff conducting cleaning will wear gloves, masks and face shields when performing all cleaning



activities.

Clorox “fogging” machines have been purchased for each building on campus and for use on school transportation vehicles. Disinfection in classrooms and school transportation vehicles will take place only after school hours and on a rotating schedule (or as needed). The Director of Custodial Services and management from DM Burr will establish a schedule rotation to assure classrooms and vehicles are disinfected regularly.

In the event of a confirmed, clinically diagnosed case of COVID-19 in a staff member or student:

- Any area in which an individual who tested positive was housed or transported will be thoroughly disinfected
- As is possible and practical, smaller affected areas such as individual classrooms *may* be closed for 24 hours before cleaning to minimize the risk of any airborne particles
- Cleaning staff will wear a mask, gloves, and face shield when cleaning any affected area
- Affected areas will be subject to additional deep cleaning before being used, including room-wide disinfection using fogging machines

#### 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).

Any student interested in participating in athletics must have a parent/guardian sign the Imlay City Schools Athletic COVID-19 Assumption of Responsibility form prior to participation.

Student-athletes, teachers, coaches, and staff will use proper hand hygiene techniques before and after every practice, event or other gathering. This includes the use of hand sanitizer before, during (as appropriate according to activity and equipment use), and after, as well as regular hand washing before events.

All participants, including coaches, will confirm that they are healthy and without COVID-19 symptoms prior to any event. Coaches will self report using the Imlay City Schools Staff Screening Checklist. Coaches will collect and document screening information for participating student-athletes using the ICS Athletics screening tool.

All commonly shared equipment will be disinfected before and after use. The Athletic Department will provide appropriate cleaning materials to coaches.

Each participant must use a clearly marked water bottle for individual use. There will be no sharing of this equipment.

Handshakes, fist bumps, and other unnecessary contact must not occur.

Use of indoor weight rooms and physical conditioning activities that require shared equipment are suspended.

Outdoor physical conditioning activities are allowed while maintaining social distancing guidelines.

Large scale indoor spectator events are suspended.

Large scale outdoor spectator or stadium events can be held, but are limited to 100 people, provided

that facial coverings are used by observers *and* six feet of social distancing can be maintained at all times between spectators not from the same household. Entry and exit points will be monitored to prevent overcrowding.

Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent section titled, "Busing and Student Transportation."

## 5. Screening

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

### Screening

The district will fully comply and consult with local public health officials regarding the design and implementation of protocols for screening staff and students.

ICS will require staff to do the following:

- Conduct daily self-examinations, including a temperature check, prior to reporting to work
- Stay home if they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater
- Report daily responses to self-monitoring questions on the "Imlay City Schools Staff Screening Checklist" when reporting to work
- Follow established safety protocols, which may include taking a COVID-19 test if symptoms warrant or as advised by the local Health Department

Staff who become ill during the school day will be sent home, their work area will be immediately disinfected, they will be asked to report symptoms and follow school safety protocols, which may include taking a COVID-19 test if warranted by symptoms or as advised by the local Health Department.

Employees with a confirmed case of COVID-19 may only return to the workplace after they are no longer infectious, as confirmed by a negative COVID-19 test and under the guidelines established by the local Health Department. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC to assist in its determination

As per the advice of the Director of the Lapeer County Health Department, ICS will ask parents to do the following:

- Check each child's temperature at home every morning using oral, tympanic, or temporal scanner and keep any child with a temperature of 100.4 or greater at home
- Monitor each child for symptoms of COVID-19, including cough or shortness of breath, and keep any child such symptoms at home
- Keep children with COVID-like symptoms (respiratory, gastrointestinal, and temperature in excess of 100.4) home until they have tested negative for COVID-19 or have completely recovered according to CDC and local Health Department guidelines
- Voluntarily report the results of this monitoring to school personnel

Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area (office "sick room" or other vacant area) with a mask in place, under the supervision of an adult employee. Adults caring for these children will wear a mask.

## 6. Testing

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

### **Testing Protocols**

The district will fully comply and consult with local public health officials regarding the design and implementation of protocols for testing staff and students.

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

Staff who develop a fever or become ill during the school day will be sent home, and they will be asked to report symptoms and follow established school safety protocols, which may include taking a COVID-19 test if warranted by symptoms - or as advised by the local Health Department. As appropriate, staff may be transported directly for off-site testing.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC or local Health Department guidelines.

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school, as directed by the local Health Department and by using Health Department approved messaging, in order to encourage closer observation for any symptoms at home.

In the event of a lab or clinically diagnosed case of COVID-19, the district, as guided by the local Health Department, will take immediate action to assist in the process of communicating with 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 consult with local health officials regarding appropriate action. The Health Department officials may advise a quarantine of the close contact for a period of 14 days at home.

In the event of a clinically diagnosed case of COVID-19 at school, 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. In this scenario, only those that develop symptoms require testing for COVID-19.*

As per the advice of the Director of the Lapeer County Health Department, ICS will ask parents to conduct the following monitoring:

- Check each child's temperature at home every morning using oral, tympanic, or temporal scanner and keep any child with a temperature of 100.4 or greater at home
- Monitor each child for symptoms of COVID-19, including cough or shortness of breath, and keep any child such symptoms at home
- Keep children with COVID-like symptoms (respiratory, gastrointestinal, and temperature in excess of 100.4) home until they have tested negative for COVID-19 or have completely recovered according to CDC and local Health Department guidelines
- Seek care from a primary care provider if any unexplained symptoms, including cough or shortness of breath are present
- Voluntarily report the results of this monitoring to school personnel

### **Responding to Positive Cases**

The district will fully comply and consult with local public health officials regarding the design and implementation of protocols for responding to positive cases of COVID-19 among students and staff.

The district will fully cooperate with the local Health Department if a confirmed case of COVID-19 is identified, and in particular, will 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 school.

In the event of any possible case of COVID-19, the district will notify local health officials, staff and students, as appropriate and as guided by the local Health Department. The district will maintain confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

The local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked by the Department to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. The district will help the local Health Department by collecting data and contact information of those exposed.

The district will adhere to confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected. Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge any individual associated with a positive test.

Employees with a confirmed case of COVID-19 may only return to the workplace after they are no longer infectious, as confirmed by a negative COVID-19 test and under the guidelines established by the local Health Department. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC to assist in its determination.

Cleaning staff will wear a mask, gloves, and face shield when cleaning any area in which an individual who tested positive was housed. These areas will be subject to additional deep cleaning before being used, including room-wide disinfection using fogging machines. As is possible and practical, smaller affected areas such as individual classrooms *may* be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

## **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).

### **Busing and Student Transportation**

Hand sanitizing dispenser units will be affixed to bus entrances and students will be required to use hand sanitizer before entering the bus.

Bus drivers, staff, and all students, if medically feasible, will wear facial coverings while on the bus. Bus drivers may wear face shields in addition to, or in lieu of, masks in situations in which it is not safe for the driver to wear a mask. Decisions about these situations will be made on a case-by-case basis by the Director of Transportation in consultation with local public health officials.

Students who do not have a mask will not be allowed to board school vehicles, provided the bus driver or Director of Transportation is able to contact a parent immediately to arrange pick up by the parent. If a parent cannot be reached in a timely manner, students will be issued a disposable mask by the bus driver and allowed to board the vehicle. Students who openly and overtly refuse to wear masks will be considered insubordinate. In such cases, students' parents will be notified for pick-up and the district will follow appropriate disciplinary measures. If PK-6 grade students refuse to board a vehicle and the district is unable to contact a parent for quick pick-up, a school employee will be dispatched to the stop to wait with the student until a parent arrives on site. If 7-12 grade students refuse to board a vehicle parents will be contacted for student pick-up. In cases of insubordinate behaviors Student Code of Conduct dispositions will apply. Students may also be suspended from using school transportation.

Students who become ill during the school day will not use group transportation to return home. These students will be held in the respective “sick room” at their school building, under the care of office staff. Parents will be contacted by the district for student pick-up.

If a driver becomes ill during the day, he/she will be directed to follow established safety protocols and will be sent home. In order to return to work, the driver will be required to complete the district safety protocols for return, which may include COVID-19 testing.

Weather and safety permitting, windows will be kept open while vehicles are in motion to help reduce the spread of viruses by increasing air circulation.

Transportation vehicles will be cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned. Frequently touched surfaces in the vehicle, including surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors, windows, and grab handles will be cleaned prior to morning routes and to afternoon routes. Bus cleaning will be conducted by bus drivers, transportation personnel, mechanics, and/or custodians, as appropriate.

Car seats, wheelchairs, walkers, and other adaptive equipment being transported to school will be cleaned daily by bus drivers and bus aides.

Weather permitting, doors and windows of transportation vehicles will be kept open when cleaning the vehicle between trips, with the purpose of thoroughly “airing out” vehicles.

Staff conducting cleaning will wear gloves, masks and face shields when performing all cleaning activities.

Clorox “fogging” machines have been purchased for each building on campus and for use on school transportation vehicles. Disinfection using fogger machines in classrooms and school transportation vehicles will take place only after school hours and on a rotating schedule (or as needed). *The Director of Custodial Services and management from DM Burr will establish a schedule rotation to assure classrooms and vehicles are disinfected regularly.*

- C. 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*.

#### Hygiene

ICS 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, tissues, and signs reinforcing proper handwashing techniques.

ICS 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.

ICS will educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

Students will wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters the room.

#### Cleaning

Efforts will be made to minimize sharing of materials between students, as able.

Playground structures will continue to undergo normal routine clearing, but using an EPA-approved disinfectant is unnecessary.

ICS will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

#### Athletics

Indoor spectator events will be limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.

Students, teachers, and staff will 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.

Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.

Each participant will use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

#### Screening

Every school will identify and designate a quarantine area and a staff person to care for children who become ill at school.

Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask in place (unless documented to be medically unable) until they can be picked up. Identified school staff caring for these children will wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

Symptomatic students sent home from school will be kept home until they have tests negative or completely recovered according to CDC guidelines.

Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

#### Testing

Students who develop a fever or become ill with symptoms of COVID-19 at school will wear a mask (unless documented to be medically unable) and be transported by their parent/guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

Staff who develop a fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported for off-site testing.

Parents and/or guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home. ICS will follow local health department guidelines for communicating information.

Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made, in

coordination with local health department guidelines, to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so they can quarantine at home. Classmates will be closely monitored for any symptoms. At this time, according to the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap, empiric testing of all students in class is not recommended. Only those that develop symptoms require testing.

#### Responding to Positive Cases

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

The local health department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools will help the local health department by collecting data and contact information of those exposed.

ICS will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).

Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDD for this determination.

#### Busing and Student Transportation

ICS will strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.

ICS will clean and disinfect transportation vehicles regularly. Children will not be present when a vehicle is being cleaned.

ICS will clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being used to transport children to schools.

ICS will create a plan for getting students home safely if they are not allowed to board the vehicle.

If a student becomes sick during the day, he/she should not use group transportation to return home and should follow guidelines outlined above.

If a driver becomes sick during the day, he/she should follow protocols for sick staff outlined above and should not 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*.

#### Personal Protective Equipment/Face Coverings

Facial coverings will not be required by students or staff in Phase 5; however, students or staff who prefer to wear masks will have that option.

#### Cleaning

Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning

at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.

Athletics

All equipment must be disinfected before and after use.

Busing and Student Transportation

The bus driver, staff, and all students in grades PreK-12, if medically feasible, should wear facial coverings while on the bus. The bus driver, staff, and all students in grades PreK-12 will have the option of wearing a mask.

Clean and disinfect frequently touched surfaces in the vehicle (e.g. surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.

- 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**.

Personal Protective Equipment/Face Coverings

District plans to implement all Required and Strongly Recommended protocols.

Hygiene

District plans to implement all Required and Strongly Recommended protocols.

Cleaning

District plans to implement all Required protocols (Roadmaps do not list any Strongly Recommended protocols).

Athletics

District plans to implement all Required protocols (Roadmaps do not list any Strongly Recommended protocols).

Screening

District plans to implement all Required and Strongly Recommended protocols.

Testing

District plans to implement all Required and Strongly Recommended protocols.

Responding to Positive Cases

District plans to implement all Required and Strongly Recommended protocols.

Busing and Student Transportation

District plans to implement all Required protocols (Roadmaps do not list any Strongly Recommended protocols).



## 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:** July 27, 2020

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



**Dr. Stu Cameron**

**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:** Dr. Stu Cameron

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

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

## Imlay City Schools

### Additional Components: MI Safe Schools Michigan's 2020-21 Return to School Roadmap

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)

#### Phase 4

##### **Spacing, Movement and Access**

- In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- As possible, all desks will be arranged facing the same direction toward the front of the classroom.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the district and school officials.
  - Students who are dropped off by individuals/family members at school must part ways at the entrance of each building. Staff members will be present to ensure students are monitored and/or assisted in getting to their classrooms.
  - Students who are picked up by individuals/family members will meet them at a spot outside of the building that will be designated by building administrators. Staff members will be present to ensure students are monitored and/or assisted in this process. This information will be communicated to all families prior to the beginning of the school year.
- If an extenuating circumstance arises and family members or other guests enter a building, all adults will be screened for symptoms (temperature taken), be asked to wear a mask (if you do not have one, a mask will be provided to you), and wash/sanitize hands. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting buildings.
- Signs will be placed throughout the buildings detailing proper hand hygiene techniques.
- As able, specials like art, music, and library will be provided to students in their classrooms instead of having students frequently travel to different locations of the building.

- School doors will open on a strict schedule to discourage unnecessary congregating and ensure students go directly from a vehicle or bus to their classrooms and vice-versa. All buildings will communicate their schedules and door opening times prior to the beginning of the school year.
  - Breakfast will still be provided, free of charge, for all students. Elementary students will eat breakfast in their classrooms.
- When and where possible, physical education, band, choir and other elementary specials will be held outside and social distancing practiced.

### **Food Service, Gathering, and Extracurricular Activities**

- Serving and cafeteria staff will use barrier protection including gloves, face shields, and masks/face coverings.
- Students, teachers and staff will wash hands before and after every event.
- All students will have free breakfast available, daily, and elementary students will eat breakfast in their classrooms.
- As cafeterias are used, meal times will be staggered as possible
- Lunch
  - Elementary
    - Classroom lunches will be staggered as possible.
    - Students will attend and eat lunch with their classroom cohort peers.
    - Students will not be expected to wear masks while eating.
  - Secondary
    - Students will not be required to wear masks while eating.
- Large scale assemblies of more than 50 students are suspended.
- Off-site field trips are suspended.
- Recess will be conducted outside whenever possible with cohorting of students as possible. If more than one class of students is outside at the same time, students will wear facial coverings.
- Extracurricular activities are suspended until further notice.

### **Instructional Options**

- Traditional
  - Scheduled to begin on Monday, August 24, 2020.
  - Conditions of attendance will be based on the requirements of the 'Return to School Roadmap' for the 'MI Safe Start' phase in place for our district.
  - ICS' plan for school will comply with and enforce the recommendations included in the 'Roadmap' which are required by the State of Michigan and supported by the Lapeer County ISD and Health Department.
  - All students choosing the traditional model of instruction are expected to comply with all associated procedures.
  - If conditions change and the traditional model is no longer allowable for students, all ICS students will continue instruction as distance/virtual students and have the learning opportunities as described in the first part of this document/plan.
- Distance/Virtual

- Distance/Virtual will be available as a full-time option. Students opting into this model will not attend classes on campus at all. All instruction is at home through online courses and instruction.
- This will include a teacher/teachers from ICS, but will require the support and assistance of parents, at home, supporting their child's distance learning.
- Courses will be customized to match the appropriate grade level of each student and curriculum of ICS.
- Students will be assigned grades and/or credits for their instruction. Attendance and participation is mandatory for obtaining grades and/or credits.
- Enrollment in this model will be either marking period, semester, or yearlong.

## **Phase 5**

### **Spacing, Movement and Access**

- In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- As possible, all desks will be arranged facing the same direction toward the front of the classroom.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by the district and school officials.
  - Students who are dropped off by individuals/family members at school must part ways at the entrance of each building. Staff members will be present to ensure students are monitored and/or assisted in getting to their classrooms.
  - Students who are picked up by individuals/family members will meet them at a spot outside of the building that will be designated by building administrators. Staff members will be present to ensure students are monitored and/or assisted in this process. This information will be communicated to all families prior to the beginning of the school year.
- If an extenuating circumstance arises and family members or other guests enter a building, all adults will be asked to wash/sanitize hands. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting buildings.
- Signs will be placed throughout the buildings detailing proper hand hygiene techniques.
- School doors will open on a strict schedule to discourage unnecessary congregating and ensure students go directly from a vehicle or bus to their classrooms and vice-versa. All buildings will communicate their schedules and door opening times prior to the beginning of the school year.
  - Breakfast will still be provided, free of charge, for all students. Elementary students will eat breakfast in their classrooms.

- When and where possible, physical education, band, choir and other elementary specials will be held outside and social distancing practiced.

### **Food Service, Gathering, and Extracurricular Activities**

- Serving and cafeteria staff will use barrier protection including gloves, face shields, and masks/face coverings.
- Students, teachers and staff will wash hands before and after every event.
- All students will have free breakfast available, daily, and elementary students will eat in their classrooms.
- As cafeterias are used, meal times will be staggered as possible
- Lunch
  - Elementary
    - Classroom lunches will be staggered as possible.
    - Students will attend and eat lunch with their classroom cohort peers.
- Large scale assemblies of more than 50 students will be considered on a case-by-case basis.
- Off-site field trips are suspended.
- Recess will be conducted outside whenever possible.
- Resuming and/or initiating extracurricular activities will be considered on a case-by-case basis.

### **Instructional Options**

- Traditional
  - Scheduled to begin on Monday, August 24, 2020.
  - Conditions of attendance will be based on the requirements of the 'Return to School Roadmap' for the 'MI Safe Start' phase in place for our district.
  - ICS' plan for school will comply with and enforce the recommendations included in the 'Roadmap' which are required by the State of Michigan and supported by the Lapeer County ISD and Health Department.
  - All students choosing the traditional model of instruction are expected to comply with all associated procedures.
  - If conditions change and the traditional model is no longer allowable for students, all ICS students will continue instruction as distance/virtual students and have the learning opportunities as described in the first part of this document/plan.
- Distance/Virtual
  - Distance/Virtual will be available as a full-time option. Students opting into this model will not attend classes on campus at all. All instruction is at home through online courses and instruction.
  - This will include a teacher/teachers from ICS, but will require the support and assistance of parents, at home, supporting their child's distance learning.
  - Courses will be customized to match the appropriate grade level of each student and curriculum of ICS.

- Students will be assigned grades and/or credits for their instruction. Attendance and participation is mandatory for obtaining grades and/or credits.
- Enrollment in this model will be either marking period, semester, or yearlong.

Approved by Imlay City Board of Education, July 27, 2020



Dr. Stu Cameron  
Superintendent