

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 12:56 PM  
08/06/20

**Name of District:** Tri County Area Schools

**Address of District:** 94 Cherry St. Sand Lake, MI 49343

**District Code Number:** 059080

**Web Address of the District:** [www.tricountyschools.com](http://www.tricountyschools.com)

**Name of Intermediate School District:** Montcalm Area Intermediate School District

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

## Preparedness Plan Introduction

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

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

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

## Preparedness Plan Assurances

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

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

# Preparedness Plan

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

| POTENTIAL SCENARIOS | ON-SITE (PHASE 5-6)   | ON-SITE or REMOTE (PHASE 4)   | REMOTE (PHASE 1-3)  |
|---------------------|---|---|---|
|                     | <p>School is open and on site meaning that nearly all students would report to school and attend classes, taking precautions as noted in the MI Safe Schools open plan.</p> | <p>Schools opening with the option of ON-SITE or REMOTE will give parents a student choice to be in person, with the ability to move remote if the district is moved to Phase 3. Or choose to start remote for a minimum of 1 semester or term.</p> | <p>Schools would remain online with nearly all students staying at home. Students would interact with their teacher through a learning management system and other online tools. Some students may choose to attend remote learning even if the district is in Phase 4, 5 or 6.</p> |

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

**A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.

1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student's parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

## District and Building Implementation Plan:

The District will ensure all staff, resources and supplies are prepared for opening school, including but not limited to assigning sufficient staff to carry out reopening, ensuring proper training and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

This fall, Tri County Area Schools (TCAS) will be implementing instructional practices to provide consistency across learning environments and ensure the safety of students and staff: Face-To-Face learning and Virtual/Remote learning. Regardless of the environment TCAS is committed to ensuring

that students have an equitable experience and access to high quality instruction:

- Students will interact with instruction in two different environments (face-to-face and virtual/remote) making it necessary for teacher teams to plan instruction that is content-consistent, yet environment-specific to ensure equitable learning opportunities for all students.
- TCAS will utilize the strategies and best practices associated with blended learning to design learning activities for all students.
- Learning experiences are designed to meet the needs and environment of the learner where they are.
- Students, regardless of learning environment, will engage in high quality learning experiences aligned to the TCAS curriculum, and State of Michigan standards.
- Students who begin the year in face-to-face learning at school may move into online learning for a period of time if needed for school closure due to student/staff illness or county or state regulations.
- Both the online and face-to-face experience will utilize Google Classroom, U of M Road Maps, Edgenuity, Lincoln Learning, Synergy LMS, to provide similar expectations around coursework.

#### Face-To-Face Learning:

Students and teachers will attend class in-person five days a week, with additional safety measures in alignment with the state and federal guidelines and recommendations:

- In this setting, teachers will provide face-to-face instruction, learning resources and support utilizing Google Classroom, U of M Road Maps, Edgenuity, Lincoln Learning, Synergy LMS.
- Teachers will plan instruction that is quickly and easily transferable from face-to-face to remote/online learning in the event of a temporary school closure due to COVID-19 spread.
- District-directed and campus-designed safety procedures will be implemented.
- Grades 6-12 students will be assigned schedules based on their course selections made last spring.

#### Virtual/Online Learning:

Viking Virtual is a virtual/online learning opportunity that will allow students to engage in high quality learning experiences, utilize instructional resources, and meaningfully connect with their teachers, and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences that are consistent with those of their grade-level peers attending face-to-face.

- In this setting, teachers will provide instruction, learning resources, and support through the use of Google Classroom, U of M Road Maps, Edgenuity, Lincoln Learning, Synergy LMS.
- Parents will support students as a "learning coach" and ensure they have access to a device, a place to work, and are engaged in virtual learning activities.
- The district will provide devices for grades K-12. For online learning, students without internet access will have access through the use available Wi-Fi or hotspot provided by the district, if available.
- All students will have access to grade-level/course resources needed to complete their work. Families will be asked to stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.
- Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email) or through weekly phone calls. Teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, U of M Road Maps, Edgenuity, Lincoln Learning, Synergy LMS through StudentVue and ParentVue), with an emphasis on continuing to build relationships and maintain connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.
- For students, content will be delivered through the online platform, (Google Classroom, U of M Road Maps, Edgenuity, Lincoln Learning, Synergy LMS through StudentVue and ParentVue). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through per-make videos/lessons multiple times per week.
- Teachers will monitor student access and assignment completion on a regular basis within the

instructional platform (i.e. Google Classroom, U of M Road Maps, Edgenuity, Lincoln Learning, Synergy LMS through StudentVue and ParentVue). Teachers will provide feedback to students on assignments through the instruction platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs.

The plan will be communicated through our Intouch communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. The students will be given credit or no-credit. For students enrolled in CTE programs we will work with the CTE Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

Teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (ISD supports, Montcalm Behavioral Health, Spectrum Health, DHHS, etc.).

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, social workers, ISD supports, etc.) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communication. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

**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.

| Phase 4  | Phase 5   |
|--|---|
| <p>Schools are required to comply with the governor's executive order regarding the wearing of masks:</p> <ul style="list-style-type: none"><li>• Students and staff will follow the requirements to wear face masks</li></ul> | <p>Schools are required to comply with the governor's executive order regarding the wearing of masks:</p> <ul style="list-style-type: none"><li>• Masks will be optional for both the bus and while in the classroom.</li></ul> |

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| <ul style="list-style-type: none"> <li>○ Students in 6-12 will be required to wear masks in the classroom, hallways and other indoor areas.</li> <li>○ Students in PreK-5 will wear masks only while in indoor hallways, common areas and during arrival and dismissal.</li> <li>● K-12 students will wear masks (facial covering) while riding in Tri County buses and vehicles.</li> <li>● Masks (facial coverings) is a cloth material that covers the nose and mouth. Facial coverings may be secured to the head or simply wrapped around the face. They can be made of a variety of materials such as cotton or linen, and may be factory-made or made by hand. A face shield is not an acceptable alternative to a mask.</li> <li>● Staff and students will wear the masks properly at all times</li> <li>● Students will not need to wear face covering while eating, but will be appropriately distanced.</li> <li>● It may be impractical to wear a facemask for some activities or athletic requirements. If this occurs the class should be moved outdoors and will be appropriately social distanced.</li> <li>● Individual needs regarding face coverings will be addressed on a case-by-case basis, requests for accommodations should be done by a doctor and be submitted to the administration.</li> <li>● Due to the nature of our students' needs and the severity of the COVID-19 virus, staff may at times find themselves in situations where they have to make a choice between protecting the health and safety of others and following MAISD guidance for reducing the risk of transmitting the COVID-19 virus. Through CPI training, staff have been taught to make in-the-moment decisions weighing the risk and likelihood of potential outcomes. It is expected that staff will apply their learning of the decision-making matrix to all decisions in their practice, including facial covering guidance for reducing the risk of COVID-19 transmission.</li> <li>● Great Start Readiness Program students will follow the State of Michigan Licensing guidelines regarding facial coverings. Per CDC: Children 2 and UNDER should never wear a face covering.</li> </ul> | <ul style="list-style-type: none"> <li>● Students should practice social distancing as much as possible</li> <li>● Staff should consider using outdoor spaces for activities when necessary.</li> </ul> |
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## 2. Hygiene

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

| Phase 4  | Phase 5  |
|--|--|
| <p>Frequent disinfection and hand sanitization will ensure wellness of students and staff, and will be available to staff and students.</p> <ul style="list-style-type: none"><li>• Staff will be expected to teach and remind students of proper hand washing.<ul style="list-style-type: none"><li>◦ Soap and water should be used for a minimum of 20 seconds when washing hands</li></ul></li><li>• Staff and students will be expected to wash or sanitize their hands regularly.<ul style="list-style-type: none"><li>◦ Hand washing is expected before eating, after recess, following restrooms. As recommended this should occur about every 2-3 hours if possible.</li></ul></li><li>• Hand sanitizer will be available at the main entry to the building, in classrooms, in the cafeteria and in common areas throughout the campus. Sanitizer will contain at least 60% alcohol.<ul style="list-style-type: none"><li>◦ Students are expected to use hand sanitizer upon entry to the classrooms, with periodic reminders from the teacher during the day.</li></ul></li><li>• Staff should educate students to cough or sneeze into their elbows, or to cover with a tissue. Hand washing should occur after coughing or sneezing following the handwashing guidelines. If a student or staff member coughs or sneezes into their mask, they should ask for a new mask.</li><li>• Any licensed classroom will follow the State of Michigan Licensing Guidelines and Great Start Readiness Program Implementation Manual.</li></ul> <p><b>Personal Items</b></p> <ul style="list-style-type: none"><li>• Staff and students should limit sharing school supplies such as writing utensils and textbooks.</li><li>• Students should not share personal items, and toys, stuffed animals, extra clothing etc. Toys should be left at home and extra clothing may be left in lockers or in children's backpacks.</li><li>• Staff should disinfect items that need to be shared with students.</li></ul> | <p>Disinfectant and hand sanitization will be available for students and staff.</p> <ul style="list-style-type: none"><li>• Staff will be encouraged to teach and remind students of proper hand washing.<ul style="list-style-type: none"><li>◦ Soap and water should be used for a minimum of 20 seconds when washing hands</li></ul></li><li>• Staff and students will be encouraged to wash or sanitize their hands regularly.<ul style="list-style-type: none"><li>◦ Hand washing is encouraged before eating, after recess, following restrooms. As recommended this should occur about every 2-3 hours if possible.</li></ul></li><li>• Hand sanitizer will be available at the main entry to the building, in classrooms, in the cafeteria and in common areas throughout the campus. Sanitizer will contain at least 60% alcohol.<ul style="list-style-type: none"><li>◦ Students are encouraged to use hand sanitizer upon entry to the classrooms, with periodic reminders from the teacher during the day.</li></ul></li><li>• Staff should educate students to cough or sneeze into their elbows, or to cover with a tissue. Hand washing should occur after coughing or sneezing following the handwashing guidelines. If a student or staff coughs or sneezes into their mask, they may ask for a new mask or opt out of wearing the mask for the remainder of the day.</li><li>• Any licensed classroom will follow the State of Michigan Licensing Guidelines and Great Start Readiness Program Implementation Manual.</li></ul> <p><b>Personal Items</b></p> <ul style="list-style-type: none"><li>• Staff and students should limit sharing school supplies such as writing utensils and textbooks.</li><li>• Students should not share personal items, and toys, stuffed animals, clothing etc., but may bring them to school.</li></ul> |

### 3. Cleaning

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

| Phase 4   | Phase 5  |
|---|--|
| <p>District level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.</p> <ul style="list-style-type: none"><li>• Each classroom and restroom will be cleaned and disinfected daily</li><li>• All high touch areas will be disinfected throughout the day</li><li>• Cafeterias will be disinfected between lunch periods</li><li>• Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction</li><li>• A training on cleaning materials and protocols will be provided to the staff prior to the first day of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials</li><li>• The cleaning guidelines also align with the State of Michigan Licensing and GSRP Implementation manual.</li></ul> | <p>District level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.</p> <ul style="list-style-type: none"><li>• All high touch areas will be disinfected throughout the day</li><li>• Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction</li><li>• A training on cleaning materials and protocols will be provided to the staff prior to the first day of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials</li><li>• The cleaning guidelines also align with the State of Michigan Licensing and GSRP Implementation manual.</li></ul> |

### 4. Athletics

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

| Phase 4   | Phase 5-6   |
|---|---|
| <p>The District will comply with all guidance from the Michigan High School Athletic Association (MHSAA).</p> <ul style="list-style-type: none"><li>• Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).</li><li>• Athletes, coaches, and staff must follow proper hand hygiene techniques before and after practices, event or other gathering.</li><li>• Every participant will be required to confirm that they are healthy and without any symptoms prior to any event.</li><li>• All equipment will be disinfected before and after use.</li><li>• Athletic equipment and uniforms will be</li></ul> | <p>The District will comply with all guidance from the Michigan High School Athletic Association (MHSAA).</p> <ul style="list-style-type: none"><li>• Athletes, coaches, and staff must follow proper hand hygiene techniques before and after practices, event or other gathering.</li><li>• Every participant should confirm that they are healthy and without any symptoms prior to any event.</li><li>• All equipment will be disinfected before and after use.</li><li>• Handshakes, fist pumps, and other unnecessary contact will be discouraged.</li><li>• Indoor activities (i.e. weight room, use of mats) will be allowed, with participants following social distancing guidelines, and</li></ul> |

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| <p>issued to athletes. These items will be taken home each day and not left in their athletic locker. Practice uniforms will be laundered at home. Game issued uniforms will be laundered on campus with coaching staff following proper protocols.</p> <ul style="list-style-type: none"> <li>• Athletic areas will be disinfected during the week.</li> <li>• Water breaks will require athletes use a clearly marked water bottle for individual use. No sharing will be allowed at any time. Water breaks can also occur in small groups using disposable cups.</li> <li>• Handshakes, fist pumps, and other unnecessary contact is not permitted.</li> <li>• Indoor activities (i.e. weight room, use of mats) that require shared equipment are not allowed.</li> <li>• Attendance at scrimmages and games will follow the guidelines as set forth by the Michigan High School Athletic Association (MHSAA).</li> <li>• Spectators, if allowed, must wear facial coverings and maintain social distance requirements at all times, if not part of the same household.</li> </ul> | <p>avoid the sharing of equipment.</p> <ul style="list-style-type: none"> <li>• Attendance at scrimmages and games will follow the guidelines as set forth by the Michigan High School Athletic Association (MHSAA).</li> </ul> |
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## 5. Screening

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

| Phase 4   | Phase 5-6  |
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| <p>The district will work with the Mid-Michigan Health Department to implement protocols for screening students and staff.</p> <ul style="list-style-type: none"> <li>• Staff will be required to complete a self-screening process utilizing the QR code provided upon entering a Tri County Area Schools building.</li> <li>• Parents/Guardians are encouraged to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.</li> <li>• Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in the document) or is lab-confirmed with COVID-19, and instead opt to receive remote instruction until the below conditions for re-entry have been met.</li> </ul> | <p>The district will work with the Mid-Michigan Health Department to implement protocols for screening students and staff.</p> <ul style="list-style-type: none"> <li>• Staff will be required to complete a self-screening process utilizing the QR code provided upon entering a Tri County Area Schools building.</li> <li>• Parents/Guardians are encouraged to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.</li> <li>• Parents/guardians are encouraged to monitor their children for symptoms of COVID-19 (as listed in the document) each morning. Children should be kept home if any positive symptoms are present.</li> <li>• Teachers will monitor students and refer</li> </ul> |

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| <ul style="list-style-type: none"> <li>• Staff and students should not enter campus or district buildings if any of the following apply: <ul style="list-style-type: none"> <li>◦ Sick or has been sick in the past 14 days. Symptoms to watch for are fever (100.4° or greater), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell.</li> <li>◦ Has confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physician.</li> <li>◦ Has a household member who is awaiting COVID-19 test results, or who is waiting for their own test results.</li> <li>◦ Has traveled via airplane internationally or domestically. These individuals must follow current CDC self-quarantine recommendations: <a href="#">View current CDC recommendations</a>.</li> </ul> </li> <li>• Teachers will monitor students and refer them to the nurse/office personnel if symptoms are present.</li> <li>• A quarantine area and staff member to care for students who become ill at school will be designated in each building.</li> <li>• If signs of illness are present, staff will follow proper safety precautions as indicated in the guidelines by the Mid-Michigan Health Department.</li> </ul> | <p>them to the nurse/office personnel if symptoms are present.</p> <ul style="list-style-type: none"> <li>• A quarantine area and staff member to care for students who become ill at school will be designated in each building.</li> <li>• If signs of illness are present, staff will follow proper safety precautions as indicated in the guidelines by the Mid-Michigan Health Department.</li> </ul> |
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## 6. Testing

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

| Phase 4   | Phase 5   |
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| <p>The district will work with the Mid-Michigan Health Department to implement protocols for screening students and staff.</p> <ul style="list-style-type: none"> <li>• Parents/Guardians are encouraged to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.</li> <li>• Parents/guardians are encouraged to monitor their children for symptoms of COVID-19 (as listed in the document) each morning. Children should be kept</li> </ul> | <p>The district will work with the Mid-Michigan Health Department to implement protocols for screening students and staff.</p> <ul style="list-style-type: none"> <li>• Parents/Guardians are encouraged to screen their children for COVID-19 symptoms each day prior to sending them to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during the school day.</li> <li>• Parents/guardians are encouraged to monitor their children for symptoms of COVID-19 (as listed in the document) each morning. Children should be kept</li> </ul> |

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| <p>home if any positive symptoms are present.</p> <ul style="list-style-type: none"> <li>• A quarantine area and staff member to care for students who become ill at school will be designated in each building.</li> <li>• Students who are ill will be separated from their peers, and should be picked up within 30 minutes and no later than 1 hour from the time the building has contacted the parent/guardian.</li> <li>• Other students will be removed from the classroom and taken to an alternate location on campus (take a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.</li> <li>• If an individual who has been in a school is lab-confirmed to have COVID-19, the school must notify its local health department, in accordance with applicable federal, state, and local laws and regulation, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).</li> <li>• Schools must close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected.</li> <li>• Families will 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.</li> <li>• Staff members displaying COVID-19 symptoms will follow required protocols, including isolation from students and other staff members, and will be sent home.</li> <li>• Students and staff who have tested positive for COVID-19 will be quarantine for 14 days, or if permitted by the health department, may return with a negative test and when: <ul style="list-style-type: none"> <li>◦ They are 3 days (72 hours) fever-free without using fever-reducing medication; and</li> <li>◦ Improved symptoms (cough, difficulty breathing, etc.) and</li> <li>◦ 10 days have passed since symptoms began.</li> </ul> </li> <li>• Students in quarantine will be provided opportunity to do work at home, or appropriate time to make up work upon return.</li> <li>• During the time of quarantine, the student will be asked to self-identify the locations and individuals they came into contact</li> </ul> | <p>home if any positive symptoms are present.</p> <ul style="list-style-type: none"> <li>• Students who are ill will be separated from their peers, and should be picked up within 30 minutes and no later than 1 hour from the time the building has contacted the parent/guardian.</li> <li>• Families will 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.</li> <li>• Students and staff who have tested positive for COVID-19 will be permitted to return to school when: <ul style="list-style-type: none"> <li>◦ They are 3 days (72 hours) fever-free without using fever-reducing medication;</li> <li>◦ Improved symptoms (cough, difficulty breathing, etc.)</li> <li>◦ 10 days have passed since symptoms began.</li> </ul> </li> <li>• In partnership with the Mid-Michigan Health Department, students and staff with a confirmed case of COVID-19 or determined close contact with an individual positive with COVID-19, will be given guidance regarding testing, quarantine and when to return to school/work</li> </ul> |
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| <p>with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more. The health department will support contract tracing and notification of vulnerable individuals.</p> <ul style="list-style-type: none"> <li>• Staff days in quarantine for COVID-19 positive results will NOT count against employee sick time allocations.</li> <li>• In partnership with the Mid-Michigan Health Department, students and staff with a confirmed case of COVID-19 or determined close contact with an individual positive with COVID-19, will be given guidance regarding testing, quarantine and when to return to school/work</li> </ul> |  |
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## 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).

| Phase 4  | Phase 5-6  |
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| <p>Contact will be made to the transportation company that supports the district to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School Roadmap. (Please see the attached Dean's Transportation Appendix)</p> <ul style="list-style-type: none"> <li>• Bi-weekly meetings will be held with district transportation supervisors to review the criteria required for Phase IV and discuss concerns or issues arising.</li> <li>• Contracts are being altered to address the cleaning, sanitizing and professional development that is needed for the fleet.</li> <li>• Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.</li> </ul> <p>Cleaning of Buses:</p> <ul style="list-style-type: none"> <li>• Buses will be properly cleaned and disinfected after the departure of the last child from each run, either at current bus location or once the bus has returned to the transportation garage.</li> <li>• Deep cleaning: Electrostatic spraying of bus interiors will occur twice weekly.</li> </ul> <p>Bus Stop Expectations:</p> <ul style="list-style-type: none"> <li>• Students should practice social distancing, whenever possible (if there is adequate space and it is safe to do so)</li> </ul> | <p>Contact will be made to the transportation company that supports the district to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School Roadmap. (Please see the attached Dean's Transportation Appendix)</p> <ul style="list-style-type: none"> <li>• Bi-weekly meetings will be held with district transportation supervisors to review the criteria required for Phase V and discuss concerns or issues arising.</li> <li>• Buses will be properly cleaned and disinfected after the departure of the last child from each run, either at current bus location or once the bus has returned to the transportation garage.</li> <li>• The use of hand sanitizer before entering the bus will be strongly encouraged.</li> <li>• Face masks will be strongly encouraged for drivers, staff, and all students while on the bus.</li> <li>• Bus drivers, weather permitting, will keep windows open on the bus both enroute and when stopped.</li> </ul> |

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| <p>while waiting for and approaching the school bus.</p> <ul style="list-style-type: none"> <li>Students should NOT share food, drinks or personal devices.</li> </ul> <p><b>Bus Procedures:</b></p> <ul style="list-style-type: none"> <li>Face masks are required. Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.</li> <li>Students will use hand sanitizer upon entering the bus (provided near the bus stairwell).</li> <li>Entering: Students will be seated starting from the back seats, then toward the front. <ul style="list-style-type: none"> <li>○ Siblings/members of the same household will be seated together.</li> </ul> </li> <li>Students should NOT share food, drinks or personal devices.</li> <li>Bus drivers, weather permitting, will keep windows open on the bus both enroute and when stopped.</li> <li>Students will load and unload the bus at staggered times at the direction of the bus driver.</li> <li>Unloading: Students will unload from front to the back of the bus.</li> <li>As students depart from the bus, they should immediately walk into the building and designated area for morning arrival.</li> <li>Students will not congregate with other students after exiting the bus.</li> <li>Due to a students' unique needs, expectation of a student engaging in hygiene procedures such as wearing a facial covering may not immediately equate to a student wearing a facial covering. Furthermore, accessing transportation will not be contingent upon student compliance in regard to outlined expectations. Students who become ill during the day will not be allowed to ride group transportation home and will be expected to be picked up and can return to school following the Mid-Michigan Health Department guidance.</li> <li>Alternate transportation plans will be developed and executed to transport students who are not safe to ride the bus.</li> </ul> <p><b>Teacher/Staff:</b></p> <ul style="list-style-type: none"> <li>Assigned staff will supervise student arrival and dismissal, ensure that students are wearing masks, and direct students to waiting areas.</li> <li>Staff will work to ensure social distancing during arrival and dismissal.</li> </ul> <p><b>Parents:</b></p> <ul style="list-style-type: none"> <li>Parents are encouraged to talk with their child about the health benefits of social distancing.</li> </ul> |  |
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- Parents should follow building guidance on how to pick up their child.
- Parents are asked to not congregate in large groups with other parents as they wait for their child to be dismissed from the building.

**C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

As listed above

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*.

As listed above

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*.

Face masks will be strongly encouraged, but not required

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

No

## Final Steps for Submission

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

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 10, 2020**

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

A handwritten signature in black ink that reads "Julie Stresky Board President". The signature is fluid and cursive, with "Julie" and "Stresky" being the most prominent parts.

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

<https://www.tricountyschools.com/ourdistrict/covid-19-updates--resources/>

*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:**

**Allen Cummings, Superintendent**

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

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