

# North Central Area Schools

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## COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 8:30PM

08/10/20

<b>Name of District:</b>	<b>North Central Area Schools</b>
<b>Address of District:</b>	<b>W5465 East 3rd St. Hermansville 49847</b>
<b>District Code Number:</b>	<b>55115</b>
<b>Web Address of the District:</b>	<b><a href="http://ncajets.org">ncajets.org</a></b>
<b>Name of Intermediate School District:</b>	<b>Menominee County ISD</b>
<b>Name of Authorizing Body (if applicable):</b>	

# Preparedness Plan Introduction

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

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

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

# Preparedness Plan Assurances

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

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

# Preparedness Plan

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

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

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

- Schools are closed for in-person instruction.
- Instruction will occur online during scheduled times following the regular school schedule utilizing the student Chromebooks.
- School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.
- Schools enact food distribution programs utilizing school transportation for food deliveries or parental pick up. Staff will be repurposed to help with food packing and deliveries.
- All inter-school activities are discontinued.
- After-school activities are suspended.
- All athletics are suspended.
- Cleaning practices are adjusted to maintain school building functional order.
- Teachers/Staff will make weekly contact with students and have two-way communication with families. This will be done through the use of technology (i.e. phone calls, virtual meeting, email, Remind App)
- An emphasis on continuing to build relationships and maintain connections will be a priority.
- For our students in dual enrollment courses we will work with the provider to ensure that the students have the appropriate materials and support to complete these courses.

- 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.

- Facial coverings must always be worn by staff except for meals.
- Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation.
- Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.
- Facial coverings must be worn in classrooms by all students grades 6-12.
- All students in grades preK-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
- Facial coverings will be considered for K-5 students and students with special needs in classrooms if area spread is present or increasing.

## 2. Hygiene

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

- The District shall provide adequate supplies (soap, hand sanitizer, paper towel, tissues, signs to reinforce proper handwashing).
- All staff will teach and reinforce handwashing.
- Staff will educate staff and students on how to cough and sneeze properly.
- Cleaning staff will check and refill soap and hand sanitizers daily or as needed..
- Teachers will schedule handwashing with soap and water every 2-3 hours.
- Staff will make efforts to limit sharing of personal items.
- Staff will make efforts to keep students' personal items separate.
- Staff will make efforts to limit use of classroom materials to small groups and disinfect between use.

## 3. Spacing, Movement, and Access

Please describe how you will implement the **requirements** for spacing, movement, and access protocols from the *Return to School Roadmap* (p. 23-24)

- Staff will make efforts to space desks six feet apart in classrooms.
- Staff will make efforts when large tables are utilized, space students as far apart as feasible.
- Staff will make efforts to arrange all desks facing the same direction.
- Teachers shall attempt to maintain six feet of spacing between themselves and students.
- Guests are not allowed in the building or hallways unless previously scheduled with the main office.
- The school will post signage to indicate proper social distancing.
- Markers shall be used at six foot intervals where line formation is anticipated.
- The school will place social distancing floor/seating markings in waiting and reception areas.
- The school will post signs on the doors of restrooms to remind of social distancing and hand hygiene techniques.
- Adult guests (scheduled and approved) entering shall be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, shall be kept of non-school employees or other visitors entering and exiting the building.
- Staff will make efforts to keep windows open as much as possible.
- As able and appropriate, staff shall attempt to keep cohort groups of students to isolated hallways or areas that can be monitored.
- Staff will implement a school schedule that incorporates use of virtual teaching when necessary.
- Efforts will be made to keep six feet of distance between people in the hallways.
- Staff will make efforts to monitor arrival and dismissal to encourage spacing.
- Physical education will be held outside (weather permitting) and social distancing of six feet will be encouraged.
- Flow of foot traffic will be directed in only one direction, when possible in all hallways.

#### 4. Cleaning

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

- Frequently touched surfaces including light switches, doors benches, bathrooms, must undergo cleaning at least every four hours.
- Libraries, computer labs, arts, and other hands on classrooms must undergo cleaning after every class period
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Staff will ensure safe and correct use and storage of cleaning and disinfection products.
- Staff must wear gloves, surgical mask, and face shield when performing all deep-cleaning activities.

## 5. Athletics

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

- The school will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Coaches and athletes will implement proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant shall confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided Buses must be cleaned and disinfected.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing.
- Use a clearly marked water bottle for individual use no sharing.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, maintain six feet of distance from one another.

## 6. Screening

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

- Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- The school will identify and designate a quarantine area.
- Students who become ill with symptoms of COVID-19 shall be placed in an identified quarantine area with a surgical mask.
- Symptomatic students shall be sent home from school shall be kept home until they have tested negative or have completely recovered.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work.
- Monitoring form (paper or electronic) for screening employees is developed and will be utilized
- Families are encouraged to check their child's temperature at home every morning.
- Families are encouraged to monitor their children for symptoms of COVID-19.

## 7. Testing

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

- Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask and be transported to the quarantine room for pick-up by parent or guardian.

- Staff who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask and transport themselves to off-site testing.
- Symptomatic students and staff sent home from school shall be kept home until they have tested negative for COVID-19 based on the local health departments standards, or have been released from isolation according to CDC and/or local health department guidelines.
- Families shall 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.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts shall be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Parents or guardians are encouraged to check their child's temperature at home every morning.
- Parents or guardians are encouraged to monitor for symptoms of COVID-19, including but not limited to coughing, fever, lethargy, worsening symptoms.

#### 8. Responding to Positive Tests Among Staff and Students

Please describe how you will implement the **requirements** for Responding to Positive Tests Among Staff and Students protocols from the *Return to School Roadmap* (p. 25-26).

- The school shall cooperate with the local public health department regarding implementing protocols for screening students and staff.
- The school will notify local health officials, staff, and students immediately of any possible case of COVID-19.
- Employees with a confirmed case of COVID-19 shall only return to the workplace after they are no longer infectious.
- Cleaning staff shall wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- When possible and necessary, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

#### 9. 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).



- Students shall use hand sanitizer before entering the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings.
- The bus driver shall clean and disinfect transportation vehicles before and after every transit route.
- The bus driver shall clean and disinfect frequently touched surfaces in the vehicle after morning routes and after afternoon routes.
- The driver shall clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- The school will work with parents to 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, they must not use group transportation to return home.
- Weather permitting, keep doors and windows open.
- Consider keeping windows open while the vehicle is in motion (weather permitting).

**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.**

We will follow the safety protocols outlined in Phase 5 as they are written in the MI Safe Start Guide to the extent feasible. Additionally, we will strongly recommend that staff and students wear masks, but will allow families to make this choice.

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*.

We will follow the safety protocols outlined in Phase 5 as they are written in the MI Safe Start Guide to the extent feasible.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

The highly recommended protocol that we will not utilize in our plan is 6 feet distance between staff and students. We will certainly create as much distance as feasibly possible (cohorting, scheduling changes, etc) but, because of school transportation and classroom size, there is no way to ensure 6 feet of distance at all times. Additionally, we will strongly recommend that staff and students wear masks, but will allow families to make this choice.

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

The highly recommended protocol that we will not utilize in our plan is 6 feet distance between staff and

students. We will certainly create as much distance as feasibly possible (cohorting, scheduling changes, etc) but, because of school transportation and classroom size, there is no way to ensure 6 feet of distance at all times. Additionally, we will strongly recommend that staff and students wear masks, but will allow families to make this choice.

## 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:**

**8/11/2020**

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

**[https://drive.google.com/file/d/1c02ZCipaQEz3\\_Cb-\\_f1jIA8TfK6VsZMP/view?usp=sharing](https://drive.google.com/file/d/1c02ZCipaQEz3_Cb-_f1jIA8TfK6VsZMP/view?usp=sharing)**

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

**<https://ncajets.org/>**

*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:**

**Jennifer Eichmeier**

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

**8/12/2020**

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