COVID-19 PREPAREDNESS AND RESPONSE PLAN

Executive Order 2020-142
District Preparedness Plan

Name of District: Otsego Public Schools

Address of District: 400 Sherwood St. Otsego Mi. 49078

District Code Number: 03020

Web Address of the District: www.otsegops.org

Name of Intermediate School District: Allegan Area Education Service Agency - AAESA
LETTER FROM SUPT. HAASE

Otsego families, staff and community,

It is our promise to you that our plan is a plan designed with the health and safety of our students and our employees as the top priority, and based on public health information available at the time. This plan to return to school is student-centered, focused on the social-emotional and physical health and safety of our students and staff and designed to keep our kids learning at a high level. At Otsego, Expect Excellence is our Vision and we believe all students can excel; this goes for any type of learning environment. The 2020-21 School Year will look different, but it’s an opportunity for us to chart a new course for success when it comes to education. The Otsego Public Schools Return to Learn Plan was a group effort guided by our own team of teachers and administrators, local and state health officials, and Michigan’s Return to School Roadmap. In addition, we look forward to having you - our parents, guardians and community - as partners in this effort.

Currently, our region is in Phase 4 of the MI Safe Start plan. In this current phase, Otsego Public Schools will begin the year with a Hybrid Learning Plan. This means our students will be broken into two groups - blue and gold - and each attend in-person classes two days a week, and remote classes three days a week. Blue will begin school on Monday, August 24th; Gold will begin on Tuesday, August 25th. Blue attends school in person on Mondays and Thursdays; Gold attends school in person on Tuesdays and Fridays. Wednesday will be a remote learning day for all students with virtual intervention opportunities for those needing extra help. The two groups will be set by August 7th. Students in the same household will be in the same group.

For families with additional health concerns, or those not yet comfortable in sending kids back to school in person, there will be an all-virtual learning option, the Virtual Academy Allegan County. Students will join this online learning opportunity as Otsego students. More information will be forthcoming. We will be sending families a survey in July asking all families to inform us of their choice for returning to school, either hybrid or virtual.

Please know, this plan is fluid and may need to be adjusted as new guidance from the Michigan Department of Education, Governor’s Office, Michigan Department of Health and Human Services and the Allegan County Health Department and other public health officials is received or as necessary to best support the health and safety of our students and employees. All updates will be posted on our Return To Learn web page and shared with our families and employees. Should our region (Kalamazoo Region #3) in the MI Safe Start Plan move from Phase 4 back to Phase 1, 2 or 3 due to a resurgence of the virus, we will follow the MI Safe Schools Roadmap requirement to close our buildings and move to our Remote Learning Plan, 100% remote learning. If we move into Phase 5, we will adjust and plan to move to our Face-to-Face Learning Plan, all students back to in-person instruction, but do so with consultation with health officials. As a district, we are preparing for a variety of scenarios and, as always, we are committed to keeping you informed every step of the way.

We are excited to welcome back our students and staff and will always strive to make Otsego the best place to be! This document contains all of the information you need to know about returning to school plans and our safety protocols. If you have any questions, please do not hesitate to contact me, or our Return to Learn email at returntolearn@otsegops.org. We are Otsego and we are glad that our bulldogs are back! Let’s make this a great year!

Sincerely,

Jeffery S. Haase, Superintendent
Otsego Public Schools
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.
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.

- 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.

The district plans to use a remote model of instruction using online learning platforms as the primary mode of instruction (Google Classroom). For those students that do not have a device, the district will provide devices in grades K-12. Students without devices or internet access will have access to instructional materials through a weekly instructional packet and accompanied videos and a device on which to watch those videos. Instructional materials (i.e. paper, pencils, etc.) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families 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, Remind) or through weekly phone calls. For students with technology access teachers will also
communicate multiple times each week through the instructional platform (i.e. Google Classroom), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining 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 with technology access, content will be delivered through the online platform, (Google Classroom). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least four days per week and asynchronous instruction through pre-made videos/lessons multiple times per week. For those students without technology, the main mode of delivery will be through hard copy instructional packets or flash drives. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided through pick-up or school delivery.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Google Classroom). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student’s needs. For students without technology access, instructional packets will be collected each week through a variety of methods, including drop-off, bus pick up or emailing a picture of the assignment. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. Students may return assignments to teachers through school transportation during drop-offs, a dropbox at the school, or other means identified by the teachers.

The plan will be communicated through our Infinite Campus 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 and/or text 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. For students enrolled in CTE programs we will work with the CTC 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. If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all 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 (31N Coordinator, DHHS, ISD supports 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, 31N Coordinator, ISD supports) 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 communications. 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.

Parents may also contact the building administrator for direct assistance with any specific need. The district will provide tech support as needed using a parent learning portal, help desk, and help line.
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:

**Instruction and Schedule**

**District & Building Implementation Plan**

- During Phase 4, the Otsego Public Schools will utilize a Hybrid Learning Plan, where students will be split into two cohorts called, Blue and Gold.
- Students will receive instruction both in person and at home online through Google Classroom and/or packets.
- At-home, remote learning days will be more structured than the spring, contain new content and will align with in-person instructional days for better understanding and guidance of at-home expectations.
- In-person instruction is spread out (M/Th, T/F) to provide students with directions and guidance for at-home work, provide a mid-week, in-person check-in to help with questions, assignments and preparedness for the following remote learning day(s), and reduces the number of remote learning days in a row.
- Specific structure and expectations for at-home learning days will be provided by teachers/schools.
- Delayed start Wednesdays will include teacher office hours, intervention times for those who need it, staff professional development, and planning.
- Content taught in the Hybrid Learning Plan is the same for both Blue & Gold groups.
- Our students will be split into two groups:
  - Blue Group will attend school in person on Monday & Thursday, remotely on Tuesday, Wednesday & Friday.
  - Gold Group will attend school in person on Tuesday & Friday, remotely on Monday, Wednesday & Thursday
- Wednesday will include intervention and staff professional development. Both groups will receive the same content. Households grades K-12 will be placed in the same group to help families with scheduling.
- Classrooms will have approximately 12-15 students each (whenever possible.)
- Low class sizes allows for physical distancing practices, increased space in rooms.
Face coverings (p. 22)
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:

- All staff and all students in grades preK-12 when on a school bus.
- All staff and all students in grades preK-12 when in indoor hallways and common areas.
- All staff when in classrooms.
- All students in grades 6 and up when in classrooms.
- 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.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.
- Students and parents will sign off on their awareness of these requirements before students are permitted to enter the building and classroom on the first day of school.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Families and staff will be asked to provide their own face coverings, however, face coverings will be ordered and available (for students and staff) if needed.
- Individuals (staff or students) who claim medical exemption will need to meet with the district administration office to provide rationale and documentation.
- Exempted individuals will be recorded in a master database.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in Infinite Campus.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
• Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
• Guests to the school building (substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator.
• In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

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

District & Building Implementation Plan
• Every classroom will be supplied with hand sanitizer.
• Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
• Teachers will contact the office immediately if supplies run out during the school day.
• Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, and bulletin boards. It will include:
  • Hand-washing schedule
  • Room and materials cleaning schedule
• Teachers and support staff will teach the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
  • proper hand washing on the first day of school and reinforce weekly or more often if needed
  • how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
• Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, and bulletin boards. Parents and caregivers will be asked to review and reinforce with their students.
• Custodial staff will
  o Procure adequate soap, hand sanitizer, paper towels, tissues by August 1, November 20, February 20, and May 20
  o Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
  o Monitor hygiene supplies and refill as needed three times daily
  o Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 17.

• Sharing school supplies will be limited, and each student will have their own materials.
• A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

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

District & Building Implementation Plan

• 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.
• An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
• All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
• Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
• Custodial staff will walk the building wiping all high frequency usage areas at 7:00 a.m., 10:00 a.m. 1:00 p.m, 4:00 p.m and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
PREPAREDNESS PLAN PHASE 4 - CONT.

- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. Areas will be wiped down and disinfected between classes.
- Classroom desks at the secondary level will be wiped down and disinfected between class periods.

**Athletics**

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

**District & Building Implementation Plan**

- Otsego Public Schools will abide by the guidance provided by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Coaches will teach student-athletes on the first day of practice and reinforce weekly or more often as needed (this may be done via video)
  - proper handwashing on the first day of practice and reinforce weekly or more often if needed
  - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- All athletic equipment will be disinfected before and after use.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Facial coverings will be worn by student-athletes while riding school transportation to and from competitions.
- Spectators will be allowed to attend events as long as facial coverings are worn and physical distancing can be maintained at all times.
- All indoor weight rooms and physical conditioning that require shared equipment will be suspended.
- All handshakes, fist bumps, and other unnecessary contact will not occur.
- Indoor spectator events will be canceled
- Outdoor spectator events will be limited to 100 people and physical distancing will be maintained.
Screening

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

District & Building Implementation Plan

- Developed based on the recommendations of the Allegan County Health Department.
- Teachers and staff must self-screen for COVID-19 symptoms prior to coming to school each day.
- Visitors will be limited, but will be screened for COVID-19 symptoms upon entry into the office if they will be in other parts of the building.
- Parents and guardians must self-screen students in their household for COVID-19 symptoms prior to coming to school each day.
- Before leaving for school or work, please make sure of the following:
  - Does your child feel feverish or have a temperature at or over 100.4?
  - Has your child started to have any of the following, not due to some other health problem?
    - Cough
    - Runny nose and/or congestion
    - Tired and/or achy
    - Shortness of breath
    - Vomiting and/or diarrhea
    - New loss of taste or smell
  - Has your child had close contact with someone diagnosed with COVID-19?
  - Since they were last at school, has your child been diagnosis with COVID-19
    - If the answer is YES to any of these questions, please keep your child(ren) home from school.
    - Call the school as soon as possible to let them know the reason your child(ren) won’t be there today.
    - Contact your healthcare provider right away.
    - If you don’t have one or cannot be seen, go to www.mi.gov/coronvirustest or call 2-1-1 to find a location to have your child(ren) tested for COVID-19.
- Each school building will identify a remote and secluded area to serve as an isolation area. This room will be outfitted with appropriate PPE including face masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer and log sheets.
• From the time of identification of potential infection, the student will not be left unattended and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.

• Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.

• A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.

• During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact within 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 of more.

• The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

• Staff who are unable to work due to displaying COVID-19 systems will be required to report this to the school through the Google form as well as through AESOP. The school health official or Administration Office will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.

• Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

Testing

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

District & Building Implementation Plan

• Otsego Public Schools will work directly with the Health Departments of Allegan and Kalamazoo Counties regarding a positive test result and any required contact tracing and subsequent quarantine requirements.
The district, in collaboration with Allegan or Kalamazoo Health Departments will only communicate confirmed cases of COVID-19 in a school building, student event/activity, or a district-sponsored function.

- Notification of confirmed cases will be shared via email to parents and guardians.
- Name of those impacted (whether it is a student, employee, district approved volunteer, or guest/spectator) will not be shared.
- All contact tracing will be handled confidentially by the County Health Department. In an effort to protect student and employee privacy rights, we respectfully encourage all (district) families not to spread rumors or false information.

**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)

**District & Building Implementation Plan**

- A weekly meeting will be held with the district transportation supervisor to review the criteria required for level IV and discuss concerns or issues arising.
- Contracts are being to be altered to address the cleaning, sanitizing and professional development that is needed for the fleet.
- 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.
- Districts relying on their own transportation will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- Begin the ordering of hand sanitizer and supplies in which to brace/mount the hand sanitizer at the entrance of each bus.
- An ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.
- Buses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage.
- 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.
- Communication will be sent out to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless “It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering.”
• Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
• Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
• Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.
• On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.
Otsego Public Schools will continue with its school preparedness and response activities with respect to surveillance and active mitigation from Phase 4 when moving into Phase 5. We will continue to work with our local health department, follow safety protocols, provide Social-Emotional protocols, move to full face-to-face instruction and continue our deep cleaning protocols. Also, we will continue with physical distancing to the best of our ability.

District & Building Implementation Plan

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.

- PPE - We will continue with all the strongly recommended protocols during Phase 5.
- Hygiene - We will continue with all the strongly recommended protocols during Phase 5.
- Screening Students, Staff and Guests - We will continue with all the strongly recommended protocols during Phase 5.
- Testing Protocols for Students and Staff and Responding to Positive Cases - We will continue with all the strongly recommended protocols during Phase 5.
- Responding to Positive Tests Among Staff and Students - We will continue with all the strongly recommended protocols during Phase 5.
- Food Service, Gathering, and Extracurricular Activities - We will continue with all the strongly recommended protocols during Phase 5.
- Athletics - We will continue with all the strongly recommended protocols during Phase 5.
- Cleaning - We will continue with all the strongly recommended protocols during Phase 5.
- Transportation, Busing and Student Transportation - We will continue with all the strongly recommended protocols during Phase 5.
- Medically Vulnerable Students and Staff - We will continue with all the strongly recommended protocols during Phase 5.

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

Otsego Public Schools will follow all the Strongly Recommended protocols during Phase 5.
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**.

**District & Building Implementation Plan**

Otsego Public Schools will follow all of the strongly recommended protocols in the Return to School Roadmap.
Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

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

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

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

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

**Name of District/PSA/Nonpublic Leader Submitting Plan:** Otsego Public Schools

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

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