Hamtramck Public Schools
COVID-19 Preparedness and Response Plan

Name of District: Hamtramck Public School

Address of District: 3201 Roosevelt, Hamtramck, MI 48212

District Code Number: 82060

Web Address of the District: http://www.hamtramckschools.org/

Name of Intermediate School District: Wayne RESA
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. Hamtramck Public Schools 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 document will serve as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by Wayne RESA for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan will be posted on our website no later than August 17, 2020.

Preparedness Plan Assurances

The Hamtramck Public School 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 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 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**


1. 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*.

   Our District will utilize the following alternative modes of instruction to meet the needs of our students best when in-person instruction is not an option:

Phase 1,2,3,4 and 5 technology will be distributed to students on a 1:1 basis by building. The master distribution spreadsheet will be used with the additional family members as a checklist for distribution. Parents will need to pick up the devices for students. 1:1 will be maintained moving forward. Student devices will be permanently issued to the student for the useful life of the device as it relates capacity and security updates. Student devices in need of repair will be exchanged to minimize loss of instructional time. Technology will retain a backstock of devices to facilitate a fast turnaround for exchange of nonfunctional devices. It is important to issue student devices to a student and have the student keep the device, this I feel maintains a, “buy in,” and makes it such the student will care for the device in higher regard than if devices were continually collected and redistributed. Initially a small complement of bags will be provided to students utilizing in person instruction.
Teachers will be using Seesaw (K-2) or Google Classroom (3-12) as a primary tool to present instruction. Teachers (K-2) will be using Seesaw to capture 8-minute mini-lessons, sending messages through this online platform, and capturing student work in a portfolio. Students in grades 3-12 will be completing themed-based activities using Google Classroom and engaging in an online learning environment. Within the K-12 learning environment, students will need access to the internet and a device such as a laptop, Chromebook, iPad, or desktop. Students will also need access to Seesaw (K-2) or Google Classroom (3-12). The Hamtramck Public School District will promote a technology loan program to ensure that students have the technology to support online learning. Precautions will be taken to ensure that CDC guidelines regarding social distancing are followed. Our teachers will be encouraged to utilize the modes of learning that will work best for their students with considerations given to the age of the students and their overall familiarity with the tools needed to engage in the learning activities. Information regarding opportunities to obtain free or low-cost Internet access will be shared with families during our laptop rollout. It will be posted on our district website and social media platforms. Whenever appropriate, teachers are asked to share instructional packets with students who may not otherwise have access. Our instructional packets are available for pick up and will have similar lessons and material comparable to online lessons, to the extent possible. Our District is making every effort possible to ensure that all students have access to high-quality remote instruction. Last, the District will work to assure special education students have access to learning lessons, related support services, and materials. We will do our best to meet the goals outlined in IEP’s. Last, each school will develop a plan to address Social Emotional Learning services to students, including:

- Mental health screenings
- SEL Professional Learning
- Crisis management
- Communication channels and reporting (e.g. telephone hotline, designated email, establishing mentoring programs)

2. 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.

In an effort to establish a positive culture for wearing masks, the District will work to create a marketing initiative which includes school logo masks, other fun designs, etc. The District’s mask protocol will be sent out to families before the start of the school year in an educational video to allow families to begin preparing their students for wearing masks. Mask checkpoints will be set up at all building entrances and bussing entrances; designated staff will be assigned to each building entry and exit checkpoint.

- All students pre-K -12 will be required to wear a mask
- Extra masks will be at each designated entry point for those who do not bring masks.

Any staff member/student who cannot medically tolerate a facial covering must not wear one. Any staff member/student that is incapacitated or unable to remove the facial covering without assistance must not wear a facial covering. For medically vulnerable students or students with IEPs or Section 504 Plans, the IEP/504 Planning teams, with input from parents and students (where appropriate) will review the student’s medical plans, IEPs or 504 Plans, and on a case-by-case basis make needed adjustments the student’s offer of FAPE while considering the full least restrictive continuum appropriate for the student. The District will have an opt-out protocol for students and staff seeking permission to forego wearing a mask due to medical/health reasons.
will be determined on a case by case basis. A form with each request will be completed at the opt-out meeting.

3. Hygiene
The District will implement the requirements for hygiene protocols from the Return to School Roadmap (p. 22-23), Phase 4.

The District will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). One soap dispenser will be installed per sink. Plexiglass partitions will be installed between sinks in bathrooms, or some sinks will be shut down to ensure social distancing or portable handwashing stations will be procured. Documentation for custodial signing off on soap replenishment, paper towel/tissue replenishment in each bathroom every hour (or as needed at a higher frequency) will be established. Sanitizer will be provided in a distinct location in each classroom - implicit instruction on how to use the sanitizer will be provided across the District within the first two days of school. Each building will determine the specific bathroom for each classroom to use. Specific times for class bathroom usage will also be determined at the building level as needed. Non-reusable bathroom passes (color-coded per quadrant of the building) will be utilized at the building level. Signage for proper handwashing and bathroom protocol will be visible in all district bathrooms.

Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. A district-wide video will be delivered within the first two days of school, and a uniform lesson plan will be shared with staff, parents, and students before day 1;

- The lesson will be taught explicitly within the first two days of school.
- Formative assessment on the training will be utilized across the District (differentiated by grade level - Google Form vs. Scavenger Hunt);
- Video to include mask protocol; handwashing protocol; how to cough and sneeze; tissue usage, et. al.

4. Cleaning
The District will implement the cleaning requirements for cleaning protocols from the Return to School Roadmap (p. 27), Phase 4.

The District will implement cleaning protocols from the Return to School Roadmap.

- Frequently touched surfaces, including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- EPA-approved solutions will be supplied in designated locations in each building; Cleaning protocol not to be completed by students;
- A “Welcome Back” document will be provided to staff at the beginning of year professional development session, outlining the certain approved disinfectants as well as who can/cannot use them.
- Libraries, computer labs, art, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
• Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
• Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
• These products need to be locked up in designated custodial storage closets.
• Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

5. Athletics
The District will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27). The following are requirements that the District will apply during Phase 4:

• Comply with all guidelines published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
• Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gatherings. All participants should confirm that they are healthy and without any symptoms prior to any event.
• Coaches, trainers, and athletic staff will be supplied with adequate disinfectant and sanitizer.
• Coaches and athletes will all be trained in the proper use of disinfectants and sanitizers.
• All athletes and coaches will receive a health screening and temperature check prior to each practice/competition.
• If a coach or athlete does not pass the health screen/temperature check, they will be sent to the designated quarantine area to await parental pick-up. The quarantined coach/student will not be permitted to attend school or athletic practices/competitions until receiving a negative COVID test.
• All equipment must be disinfected before and after use.
• All Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided.
• Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
• Please reference the “Bussing” section.
• Spectators are allowed provided that facial coverings are used by observers, and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
• The Athletic Director and Assistant Director in charge or the entry checkpoint to ensure all spectators are wearing masks.
• Marked off areas of the stands will be utilized to specify appropriate areas for spectator seating in the stands.
• A capacity number will be determined, and headcount will be kept to ensure enough space is available.
• An ample supply of facial coverings will be needed at each competition.
• Each participant must use a marked water bottle for individual use. There should be no sharing of this equipment.
• Each athlete will be encouraged to bring their own water bottle.
• The athletic department will purchase enough water bottles for each student to have one if they forget to bring their own water bottle.
• Appropriate labeling of each water bottle will be utilized.
• Handshakes, fist bumps, and other unnecessary contacts must not occur.
• Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
• A documented training for all student-athletes and coaches will be recorded for each season of athletics. The purpose of the training will be to outline cleaning protocols, use of the weight room and equipment as well as behaviors such as handshakes. These items will be monitored daily by coaches and the Athletic Director.
• Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

6. Screening
The District will implement the requirements for screening protocols from the Return to School Roadmap (p. 24), Phase 4.

Hamtramck Public Schools will implement the following screening protocols from the Return to School Roadmaps. Our schools will cooperate with the local public health department regarding implementing protocols for screening students and staff. All students and staff will have their temperatures taken upon arrival at their designated building entry point. Students who register a temperature over 100.4 degrees will be sent to a second checkpoint to have their temperature re-recorded. If their temperature remains over 100.4 degrees, the student will be sent to the school’s designated quarantine area, with a surgical mask, to await pick up from one of their emergency contacts. Staff recording a temperature of over 100.4 degrees will immediately contact their school administrator before going home. Staff will be required to complete the health screening form at the beginning of each in-person workday. Each building will have a designated quarantine area for students. This area will be determined by building leadership. Students in this area will be required to wear a surgical mask until they are picked up. Once administrators receive communication that a student or staff member registers a positive temperature, they will immediately contact the Director of Human Resources. Students and staff presenting symptoms will need to present a negative test before returning to work/school. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. Families are encouraged to check their child’s temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.

7. Testing
Please describe how you will implement the requirements for testing protocols from the Return to School Roadmap (p. 25), Phase 4.

The District will implement the following testing protocols from the Return to School Roadmap. Our school buildings 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 should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-
**site testing.** For those students who were sent home with symptoms, an electronic file with student information must be kept by school administrators and secretaries. This list will ensure that no students who were sent home with symptoms return to school prior to producing a negative test. **Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.** An electronic file with staff information for those staff who were sent home with symptoms must be kept by school administrators and secretaries. This list will ensure that no staff who were sent home with symptoms return to work before producing a negative test. Communication to all necessary parties of positive COVID-19 cases will include:

- Communication from the District, social tracing will also be compiled to ensure that all parties are notified.
- Contacts families/employee groups to reiterate specific strategies for quarantining protocols will occur within the timelines and guidelines as established by the CDC, WHO, WCHD. These actions have been communicated in the District’s COVID 19 Back to Work Preparedness document at HPS.

Families will continue to conduct temperature checks on their son/daughter each day before sending them to school. Communication to families will encompass the need for families to call the designated school office to inform the office of COVID19 related health concerns and quarantine (if appropriate). Training sessions or professional learning of all employees will take place to focus on confidentiality of students and staff related to communicable diseases/COVID 19 will be provided by the District to ensure local compliance pieces. **Confidentiality of Medical Information:** Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

- An employee who experiences fever and/or respiratory or other symptoms while home should not report to work **CDC If You Are Sick Steps To Take.**
- The employee should contact his or her immediate supervisor for further direction. For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).
- All employees returning to the workplace must complete the training of the following videos:
  - **PPE Usage training video**
  - **Handwashing training video**
  - **Application and Removal of Gloves training video**
  - **How to Wear A Mask 101 video**
  - **Social Distancing training video**

Hamtramck Public Schools has developed an exposure-response plan that addresses:

- Isolation, containment, and contact tracking procedures.
- Stay Safe, Stay Home requirements.

**Communication of Exposure** to affected staff. Once Human Resources receives notification that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19, communication to employees working at that same location of possible exposure to the virus will occur. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6
feet) through respiratory droplets produced when an infected person coughs or sneezes.

- If you experience symptoms of respiratory illness (fever, coughing, or shortness of breath), please inform the Director of Human Resources at Mimbrunone@hamtramckschools.org and contact your healthcare provider. Hamtramck Public Schools will keep all medical information confidential and will only disclose it on a need-to-know basis.

- Upon receipt of confirmed cases by any employee to the Director of Human Resources, within 24 hours, the information will be shared with those staff members who may have been exposed and to the Wayne County Health, Human and Veteran Services Department.

- Hamtramck Public Schools is taking measures to ensure the safety of our employees during this coronavirus outbreak, including the disinfection of workspaces, offering telework, and following guidelines as established by the Center for Disease Control. For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.

- Hamtramck Public Schools is committed to the safety of all staff members. All staff members have a responsibility to report unsafe working conditions. Reporting of situations should be directed in writing via email to human resources.

- The District will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.

- Each school office will receive a questionnaire that includes the collection of all locations and people that the individual has been in contact with once they have tested positive.

- At the district level, a communication protocol will need to be spelled out with transparency - letter home to families, email to building leaders, and staff.

8. Busing and Student Transportation
The District will implement the requirements for busing and student transportation protocols from the Return to School Roadmap (p. 28), Phase 4. Hamtramck Public Schools has established contracted services for transportation with Auxilio. The following information is from the Auxilio Transportation COVID-19 Preparedness and Response Plan.

I. PRE-SHIFT EMPLOYEE SCREENING PROTOCOL
   A. Employees, immediately upon reporting for work, are required to execute the following:
      i. Perform a self-temperature check or have their temperature taken on-site by their manager.
      ii. Answer the questions on Auxilio’s Coronavirus Disease (COVID-19) Daily Workplace Health Screening Log.
      iii. Wash their hands for a minimum of 20 seconds with soap and water prior to driving the bus.
      iv. If not already worn, begin wearing a face mask and gloves. Face mask exceptions may be made based on health care provider documentation. A face mask includes a medical face mask, homemade cloth mask, scarf, or bandana.
II. BUS ROUTE TRANSPORTATION PROTOCOL
   A. Employees are required to wear a face mask and gloves at all times while transporting students. Face mask exceptions may be made based on health care provider documentation.
   B. Students will wear masks while being transported in conjunction with established school policy.
   C. Employees may administer hand sanitizer to students when boarding in conjunction with school, state, and DOT regulations.
   D. Employees will crack bus windows prior to starting the route as long as the outside temperature is above 50 degrees Fahrenheit; Auxilio will evaluate this practice as the school year proceeds and temperatures begin to fall.

III. CLEANING AND DISINFECTING PROTOCOL
   A. Employees are required to wear the proper personal protective equipment (PPE) such as masks, gloves, and eye protection to prevent direct contact with cleaning and disinfecting chemicals at all times.
   B. Employees will conduct a high-level, touch-point audit (such as seats, seat backs, handrails, stability poles and bars, windows, window ledges) prior to cleaning or disinfecting buses or facilities.
   C. Employees will execute a two-step process, which entails cleaning then disinfecting as described below.
   D. Employees will receive continued training on safe handling and instructions of cleaner and disinfectant chemicals.
   E. BUS PARKED AT DEPOT, IN-BETWEEN ROUTES PROTOCOL
      i. Employees will vacuum the bus floor.
      ii. Employees will open all bus windows and doors prior to cleaning and disinfecting.
      iii. Employees will wipe down all frequently touched surfaces (such as seating, handrails, doors, windows) using approved EPA cleaners and cloth/paper towels prior to using a disinfecting agent.
      iv. Employees will apply an EPA-registered disinfectant, which may include activated disinfectant mist to all frequently touched surfaces and wipe down using clean/laundered microfiber towels.
      v. Employees will empty the garbage can and spray with disinfectant.
   F. BUS NOT PARKED AT DEPOT, IN-BETWEEN ROUTES PROTOCOL
      i. Employees will open all bus windows and doors prior to cleaning and disinfecting.
      ii. Employees will apply an EPA-registered disinfectant, which may include activated disinfectant mist to all frequently touched surfaces (such as seating, handrails, doors, windows) and wipe down using clean/laundered microfiber towels.
   G. BUS PARKED AT DEPOT, END OF DAY PROTOCOL
      i. Employees will vacuum the bus floor.
      ii. Employees will open all bus windows and doors prior to cleaning and disinfecting.
      iii. Employees will wipe down all frequently touched surfaces (such as seating, handrails, doors, windows) using approved EPA cleaners and cloth/paper towels prior to using a disinfecting agent.
      iv. Employees will apply an EPA-registered disinfectant, which may include activated disinfectant mist to all frequently touched surfaces and wipe down using clean/laundered microfiber towels.
      v. Employees will empty the garbage can and spray with disinfectant.
vi. Vacuuming the bus floor will be replaced by mopping the bus floor twice a week at the end of the day only. After washing, the mop must be cleaned and soaked in disinfectant.

IV. Actions taken FOR Suspected/Confirmed COVID-19 persons.

A. Removal. Persons suspected or confirmed to have COVID-19 will be immediately removed from the bus or facility until medically cleared by a medical professional.

B. Notification. Auxilio will immediately notify school officials of the suspected or confirmed of COVID-19 and vice versa if school officials are notified first. After the initial notification, Auxilio will partner with school officials to communicate with persons suspected or confirmed to have COVID-19 as soon as possible to generate a list of potentially exposed persons.

C. Tracing. Auxilio will partner with school officials, once the above list is generated, to notify persons of potential exposure to be tested and decommission the bus used by ill persons until thoroughly disinfected.

V. Cleaning and Disinfection After Suspected/Confirmed COVID-19.

A. Any bus or facility previously occupied by ill persons will be isolated for a total of 12 hours.

B. The first 4 hours entail zero persons allowed in the bus or facility, and all doors and windows will be open. The remaining 8 hours, employees will begin commencing a deep clean following the same protocol in Section VIII.

C. After 12 hours have passed, the bus or facility will be deemed usable, and the bus placed back into normal fleet operations.

- Require the use of hand sanitizer before entering the bus. Hand sanitizers must be supplied on the bus.
  - Hand sanitizer will need to be in a designated location on each bus.
  - Bus drivers and transportation staff will receive training on where to find more sanitizer and how and when it should be used.

- The bus driver, staff, and all students in grades PreK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
  - Each bus will be equipped with facial coverings. Students must wear a mask before entering the bus and must continue to wear their facial covering throughout their bus ride.
  - A case-by-case review of students wishing not to wear masks will be reviewed. Otherwise, students will not be permitted to ride the bus without wearing a facial covering.

- Clean and disinfect vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
  - Transportation staff will follow a documented and transparent cleaning protocol before and after the completion of each transit route.

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

- Clean, sanitize, and disinfect equipment, including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

- Create a plan for getting students home safely if they are not allowed to board the vehicle.
● All student emergency card information will be reviewed and updated quarterly. This information will be kept on file in each building’s office.

● If a student becomes sick during the day, they must not use group transportation to return home and must follow the protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

● Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

   • All students who ride the bus and all transportation staff will attend training on the necessity of keeping windows and doors open when the weather permits. Furthermore, training will include the need to comply with social distancing regulations while on the bus.

● Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation, if appropriate and safe.

9. The following are 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:

Personal Protection Equipment (PPE) will continue to be required in all common areas, including hallways, bathrooms, and cafeteria lines. PPE will not be asked in self-contained classrooms. PPE will also be strongly recommended in classrooms that are not self-contained. The PPE used will either be homemade cloth masks, professional-grade masks, or disposable masks. Disposable masks will be available for students and staff if they do not have one. Proper and effective hygiene practices will be actively taught pre-K to 12. These include federal recommendations for handwashing and coughing/sneezing in the elbow or with a tissue. Students and staff will wash or sanitize hands at every class change, and student-used surfaces will be disinfected after every class session or use. In addition, self-contained classrooms will build in handwashing times so as to ensure students wash their hands every 2-3 hours. Frequently touched surfaces in common areas, such as banisters, doorknobs, benches, light switches, and bathrooms will be disinfected at least every 4 hours. Classroom materials and surfaces, along with athletic equipment, will be disinfected after every session, class, or student use. Outdoor play structures or equipment will undergo normal routine cleaning. Participants in athletic experiences will present themselves healthy and free of symptoms. Participants will also not share water bottles or cups, will limit unnecessary physical contact, and will execute proper hygiene and handwashing techniques before and after practices, events, or gatherings. Busses transporting participants will be disinfected before and after every use. Spectators for indoor events will be limited to 50 individuals. Spectators will wear masks and will social-distance as appropriate from others with whom they do not reside. Outdoor events will limit spectators to 250 individuals. Outdoor spectators will wear masks and will social-distance as appropriate. Parents or guardians are asked to monitor their children for symptoms of COVID-19 and keep students home if they exhibit any symptoms and keep them home until free of symptoms per CDC guidelines. Staff should also monitor themselves for symptoms and stay home if exhibiting any symptoms. Students who become ill during the day will be held in a supervised quarantine area with a mask until a parent or guardian can pick them up. Parents and guardians entering the building will be asked to wash or sanitize their hands upon entry and then log their visit. Parents, guardians, and visitors will be limited to one (1) per student as much as possible. Students or staff who develop fever or otherwise become ill with symptoms of COVID-19 at school should wear a mask and be transported for off-site testing, if feasible. Symptomatic students and staff should remain home and in isolation until they have tested negative and are symptom-free
according to CDC guidelines. Parents and families will be notified if any classmate of their child’s has tested positive for COVID-19, as demonstrated by a laboratory test. Immediate efforts will be made to contact any close contacts so they may quarantine at home. Classmates should be closely monitored for symptoms. Busses will be cleaned regularly and disinfected before each run. Drivers and passengers will wear a mask as much as feasible. Hand sanitizer should be used upon entry of the bus, and windows should remain open as much as the weather permits. Any driver or passenger who becomes ill or otherwise develops symptoms of COVID-19 must stay home per CDC guidelines. Students who take the bus and become ill during the school day should not ride the bus and should be transported by a family member. Students with IEP’s, 504 Plans, or other individualized care plans will have their plans reviewed and updated to include any additional accommodations needed to ensure a decrease to exposure. Any staff caring for students, particularly for aerosol-generating procedures, should wear an N95 mask. Staff will be asked to self-monitor for symptoms via the “HPS COVID-19 Back to Work Preparedness Plan”. Medically-vulnerable staff should minimize face-to-face contact and be allowed modification of responsibilities that limit exposure to risk. Students, staff, and cafeteria staff will wash their hands before and after every meal and wear a mask or face shield. Serving staff will be expected to wear gloves. Gatherings will comply with current orders restricting congregations of people. As much as it is feasible, classrooms will be considered for eating in place. HPS will establish guidelines for staff to quickly identify and refer at-risk students to appropriate building-level supports. Staff will be provided with timely and ongoing PD as well as resources that are trauma-informed and promote holistic wellness, resilience, and self-care. Comprehensive crisis management plans will be established to respond effectively to potential acute incidences, including deaths, in a compassionate way that directs stakeholders to community resources and testing. Community and MDE resources to support social-emotional learning, wellness, resilience training, mental health, behavioral response to crises, and working through trauma with children will be collected and communicated to staff, students, and families.

10. 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:

- Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance should not wear a facial covering.
  - PreK-5 and special education teachers should consider wearing clear masks.
  - Homemade facial coverings should be washed daily.
  - Disposable facial coverings should be disposed of at the end of each day.
- Facial coverings should always be worn in hallways and common areas by PreK-12 students in the building except for during meals. Any student that is unable to tolerate a facial covering medically should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting are practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.
  - Homemade facial coverings should be washed daily.
  - Disposable facing coverings should be disposed of at the end of each day.
Hygiene:
- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

Cleaning:
- Frequently touched surfaces, including lights, doors, benches, and bathrooms, should undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize the sharing of materials between students as able.
- Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children and with adequate ventilation when staff uses such products.

Athletics:
- Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gatherings. All participants should confirm that they are healthy and without any symptoms before any event.
- All equipment must be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Screening:
- Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
**Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.**

- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

**Testing:**
- Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

**Busing and Student Transportation:**
- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver’s cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) prior to morning routes and prior to afternoon routes (after each run, including after school activities).
- Clean, sanitize, and disinfect equipment, including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- 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 should not use group transportation to return home and should follow the protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

**Medically Vulnerable Students and Staff:**
- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for...
accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.

- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

11. 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.

We include all of the highly recommended protocols from the Return to School Roadmap.

12. 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.

Our school district did not exclude any protocols that are highly recommended for any of the categories in Phase 4.

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 12, 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/1LhqcVpNGFp2g7ElcAqevWy1vEElanrLL/view?usp=sharing

**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:** Ms. Ahmed

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:**
Date Submitted to State Superintendent and State Treasurer: