

COVID-19 Preparedness and Response Plan

Name of District: East Jackson Community Schools

Address of District: 1404 N. Sutton Rd., Jackson, MI 49202

District Code Number: 38090

Web Address of the District: www.eastjacksonschools.org

Name of Intermediate School District: Jackson County ISD

Name of Authorizing Body (if applicable): N/A

Note: In the event that any part of this plan runs contrary to any state statute, court ruling, executive order, or clarification of any of the above, that part will be superseded by said legal provision. All remaining provisions of this plan will remain in effect during the 2020-21 school year.

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.

District and Building Implementation Plan:

The district plans to use a model of instruction using online learning platforms as the primary mode of instruction (Grades K-2 uses Seesaw, Grades 3-6 Google Classroom and Schoology, Grades 7-12 Schoology). For those students that do not have a device, the district will provide devices -- Chromebooks in grades 3-12 and iPads in grades K-2. Students without devices or internet access may have access to instructional materials through a weekly instructional packet (if necessary to comply with an IEP). 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 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 take proactive steps to fully meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make regular digital or phone communication with students with two-way communications. This may be done through the use of technology (i.e. virtual meeting, email, Seesaw or Schoology) or through regular phone calls, as necessary. For students with technology access teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, SeeSaw, Schoology), with an emphasis on continuing to build relationships and maintain connections. The frequency of lesson contact will be developmentally appropriate. 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, (Schoology, Google Classroom, Seesaw, etc.). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made, brief videos/lessons multiple times per week. Each lesson with direct-lecture instruction, shall be within duration that is developmentally appropriate. Lesson design should be aligned with best practices. Lessons will be supplemented with phone

conferencing to support instruction, as appropriate.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Schoology, Seesaw). 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. 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. The district will have a process that supports families that lack internet access.

The reopening instructional plan will be communicated through multiple communication platforms, 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 full plan. 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 social media pages.

For our students in dual enrollment courses and early college programs, we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. The students will be given credit or no-credit. For students enrolled in CTE programs we will work with the JACC Principal/Director to ensure our students have the ability to complete these courses and programs. 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. Teachers will be required to keep a log of communication with students and families in a digital format provided by the building principal. If a student has a requirement within their IEP, 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 and submit weekly to the building principal. 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 with additional supports. Additional support agencies may be sought to make these connections (31N Coordinator, PBIS Coordinator, DHHS, ISD supports etc.)

An Emergency Closure Food Service Program will be implemented throughout the district to provide for nutritional needs of students. This will follow any state guidelines provided for non-congregate feeding set by the Michigan Department of Education Nutrition Services Program. The district will place particular focus on neighborhoods with a high concentration of At-Risk students, as well as areas of the district with highly isolated families in need.

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.

Schools will implement a mental health screening for students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines. Guidelines will be shared with all staff regarding identification and rapid referral of at-risk students to appropriate building-level support teams.

The schools will monitor and assess the Connectivity and Access to ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork. Schools will monitor attendance through online systems or weekly individual contacts. These records will be compiled and updated at the building level weekly and this information retained by building office staff.

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.

District and Building Plan for face covering requirements and recommendations:

- During statewide Phase 4, PreK-12 students will be required to wear face coverings while entering or exiting the buildings, in all common areas, classroom.
- 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 may be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies as a part of our annual record-keeping for students and families, indicating their understanding of these requirements..
- 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. (Completed by Aug. 15)
- Fabric face coverings will be ordered and provided to every student and staff member on a daily basis. These will be issued to students that are electing for in-person instruction in the classrooms. (Delivery taken on or before Aug. 15)

- District-provided face coverings will be cleaned at home by families of students that attend in-person instruction. For students that do not have face coverings when they wish to ride the bus, they will be provided a disposable face covering for which they must wear throughout that school day. They will be instructed to dispose of these face coverings after they are safely at home.
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/COVID-19 Director to provide rationale and documentation. (Begins Aug. 15 and continues throughout the school year). The family of the student must submit a claim to the building principal, who will provide a review within 10 days of the claim.
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption. This staff or student ID must be displayed on their person, readily visible, while in attendance within the school building or on school grounds. Individuals exempt from wearing face masks for medical exemption will be required to wear a face shield at all times that students or staff would be required to wear masks on school grounds.
- 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, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student and their family agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continue 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, discharge of employment.
- 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 in the building or on school grounds. Instances of non-compliance will result in the guest being removed from the building. Guests to school facilities will be highly limited during a Phase 4.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.
- For all early-childhood programming, the district will collaborate with the GSRP provider to ensure the safety and well-being of all children. Before the early-childhood provider adjusts programming, this will be discussed and approved by the East Jackson central office prior to implementation.
- Each school building schedule will be adjusted to provide for students to eat breakfast and lunch within classrooms. Teachers will be expected to supervise breakfast in the classroom during the first instructional period of the day. At the elementary level, teachers will supervise recess in the afternoon for 30 minutes. At the secondary level, teachers will supervise lunch in their classrooms for 30 minutes. Students may remove their face covering during their meal times while eating or drinking.

2. Hygiene

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

District and Building Implementation Plan:

- Every classroom will be supplied with a fixed or portable hand sanitizer station.
- 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, bulletin boards, and the like. It will include
 - Hand-washing / sanitizing schedule
 - Room and materials cleaning schedule
- Teacher or paraprofessional 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 handwashing 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, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues by August 1, November 20, February 20, and May 20
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
 - Monitor hygiene supplies and refill as needed three times daily
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 15
- Sharing school supplies will be limited, and each student will have their own supply box for materials for their own use. School supplies should not be shared among students during Phase 4. Each classroom will have their own playground equipment for use during recess and physical education.
- 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 district website.

3. Cleaning

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

District and 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.

- Cleaning stations will be identified around the building that hold materials for usage in different wings. I.e. Curriculum closet in third grade hallway, gym storage room, custodial closet in 5th grade hallway.
- All classrooms will be provided sanitizing wipes 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. Teachers will oversee the disinfecting of student workstations after each class session. Each staff member will have required training for COVID-19 in SafeSchools at the start of the school year.
- 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., 11:00 a.m. In addition, another round of disinfection will start at 3:00 p.m on any day where any evening activities are in the school building. Custodial staff will note the time and date and initials on a chart that is kept daily and share this information on a weekly basis with the building principal. Classroom touch points may be cleaned by the teacher in order to minimize disruption to class time. The teacher will need to assist in logging disinfections according to the needs of the building custodial staff. A copy of all disinfection logs will be sent and stored with the COVID-19 Director.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved disinfecting wipes stored in the classroom away from students. The teacher of record for the area will oversee wiping down of all frequently used materials after each class has exited with EPA-approved disinfectant wipes. This will occur prior to the entrance of the next class.
- Classroom teachers will oversee the disinfection of students' workstations every time students exit the room at the elementary or after every class period at the secondary level with EPA-approved disinfectant wipe. All classrooms will have the appropriate EPA-approved disinfectant wipes in their rooms, and stored appropriately according to generally established guidelines.
- Playground equipment will be disinfected twice a week. Each school playground will be closed to after-school use. Teachers will oversee the disinfecting of their individual classroom's playground equipment, with support of custodial staff.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Athletics

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

District and Building Implementation Plan:

- All indoor and outdoor athletic activities will follow guidelines set by the Michigan High School Athletic Association (MHSAA). Consideration for resuming athletics for the next available sports season (fall, winter, spring) may be made at any time, based upon recommendation of statewide or local agencies. Budgetary priorities will focus on core academic instruction and safety, as well as inability to adequately train, clean/disinfect equipment, safely transport students, and monitor spectator and

competitor compliance contributed to this decision.

5. Screening

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

District and Building Implementation Plan:

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.
- Each school building will identify a remote and secluded room to serve as an isolation area. This room will be outfitted with appropriate PPE including face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, log sheets, and video surveillance.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer 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 with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the building principal immediately who will notify the COVID-19 officer. The COVID-19 officer will monitor this information 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, consistent with federal CARES Act guidelines.

6. Testing

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

District and Building Implementation Plan:

- The district will collaborate and cooperate with the Jackson County Health Department for development and implementation of guidelines and protocols for appropriate screening of students and staff.
- The District COVID-19 Director will serve as the point of contact for the district and will report immediately matters of concern to the EJ Superintendent.
- Families will receive information regarding self-screening of students. Any student exhibiting symptoms while at school will be placed in quarantine, while parents are informed and directed to take their child home.
- Any staff member that exhibits symptoms of COVID-19 will be sent home from work and absences will be paid according to applicable sick leave provisions for the employee.
- The COVID-19 Director will monitor quarantines of students and staff regularly to identify any patterns of infection. This will be reported to the Superintendent and the JCHD for review and collaboration.
- All students and staff will be required to report any notice of required testing or required quarantine to the school office, who will immediately notify the COVID-19 Director. Records of known infections will be logged and reviewed regularly by the COVID-19 Director for any patterns.
- Before a student who has tested positive of COVID-19, or ordered into quarantine by a health official, can return to school, a medical clearance must be submitted to the school building. Before a staff member can return to work after a required quarantine by a health official, a medical clearance must be submitted to the school building to which they are assigned. This information will also be logged by the COVID-19 Director.

7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

District and Building Implementation Plan:

- A weekly meeting will be held with district transportation supervisor and district COVID-19 Director to review the criteria required for level 4 and discuss concerns or issues arising.
- A breakdown of the aforementioned items will be presented to transportation staff to ensure that they can comply with the items required.
- Steps will be addressed in regarding adequate cleaning, sanitizing and professional development that is needed for the fleet and transportation staff.
- 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.
- Busses 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.
- An assigned adult bus aide, trained in student management techniques and implicit bias training will be assigned to each bus run in addition to the driver. This bus aide will sit in the front of the bus facing toward the passengers to monitor behavior.
- Communication will be sent out weekly (during August-Sept.) to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students must wear it in order to be transported.
- 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/sanitized. Logs of cleaning and sanitizing will be reported by the Transportation Director weekly to the COVID-19 Officer.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped. The Transportation Director will determine criteria upon which the windows should be partially open, based upon weather conditions upon each day or bus run.
- 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.

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.

During state-declared Phase 5, the district will implement all provisions otherwise articulated during Phase 4, with the following exceptions.

Face Masks:

Students in grades K-12 will be allowed to remove their face coverings when in session in their classroom, including recess, or when eating/drinking. Masks must be worn over the nose and mouth during any passing time, in any common area, or during entrance into or exit from the building. During small group or 1-to-1 instruction, a teacher or staff member may require a student to wear a face covering. Alternatively, parents request, in writing, that their student wear a mask at all times in classrooms during Phase 5. The district will accommodate this request to the extent feasible.

Hygiene:

All provisions for hygiene are the same as during Phase 4 plan.

Cleaning:

All provisions for cleaning are the same as during Phase 4 plan.

Athletics:

All provisions for athletics are the same as during Phase 4 plan.

Testing:

All provisions for testing are the same as during the Phase 4 plan.

Transportation:

All provisions for transportation are the same as during the Phase 4 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:

- Staff and students will be required to wear facial coverings in all common areas, unless directly in their classrooms or during meals. Facial coverings are required during all passing times for all students and staff in all common areas and classrooms for students in grades K-12.
- Homemade or cloth face masks should be laundered by students after daily use. Disposable face masks will be discarded after a daily use.

Hygiene:

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with 60% ethyl alcohol, paper towels, tissues, and signs reinforcing proper handwashing.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and or safe hand sanitizing.
- Educate staff and students proper sneezing and coughing etiquette (into elbow).
- Students and staff should wash their hands and/or use hand sanitizer after changing classrooms upon each changing of classes.

Spacing, Movement and Access (recommended only):

- Spacing is six feet between desks to the extent that it is feasible.
- In classrooms where tables are utilized, space students as far apart as feasible.
- Arrange all desks facing the same direction toward the front of the classroom.
- Teachers will try to maintain six feet of spacing between themselves and students as much as feasible.
- Signs will be posted to indicate proper social distancing.
- If a classroom has windows that open, they will be open as much as possible, weather permitting. Consideration will be made for students with allergy-induced asthma.
- As able, the school will try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.
- As able, specials will be brought to the classrooms instead of having students move to different locations.
- Flow of foot traffic should be directed in one direction, if possible. If not possible, hallways will be divided with either side following the same direction.
- Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals will be used if feasible to minimize the number of people in the hallways, as able.
- Staff will monitor the arrival and dismissal to discourage congregating and ensure students go straight from a bus/vehicle to their classrooms and vice-versa.

Screening:

- Every school will identify and designate a quarantine area and Quarantine Officer to care for any student that becomes ill at school.
- Students who become ill at school with symptoms of COVID-19 should be placed into the quarantine area until they can be picked up by a parent. The Quarantine Officer should observe proper PPE usage for themselves and the students in their care.
- Symptomatic students sent home from school should be kept home until they have recovered according to CDC guidelines.
- Records of all students quarantined, including date & time, should be kept and overseen by the COVID-19 Director.
- Staff will conduct daily self-screenings, including temperature check, prior to coming to work.
- Parents are encouraged to check their children's temperature at home every morning. Students with a temperature of 100.4 or greater should stay home and consider testing if no other explanation is available.

Testing Protocols for staff and students:

- 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 emergency agency for off-site testing. If clinically unstable, an ambulance should be contacted for transport.
- 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/guardians should be notified of the presence of any laboratory positive or clinically diagnosed case 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 either tested negative, or have a medical release. To
- In the event of a lab or clinically diagnosed case of COVID-19 in the school, immediate efforts will be made to contact any close contacts, in coordination with the Jackson County Health Department.

Responding to confirmed positive tests among Staff and Students

- The District COVID-19 Director will notify local health officials, staff and students of any possible case of COVID-19 while maintaining confidentiality consistent with federal and state privacy laws.
- The COVID-19 Director will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information.
- Employees should only return to work with a medical release from their Primary Care Provider or a local health official.

Food Service:

- Food service staff should use barrier protection including gloves, face shields and surgical masks.
- Students, teachers and staff should wash hands before and after every meal.
- All gatherings, including those that occur outdoors should comply with current and future executive orders that set caps on the congregations of people.
- If field trips occur during Phase 5, they should comply with transportation guidelines within this document, including mandatory facial coverings.
- Classrooms will be used for eating in place, taking into consideration food allergies.
- School supplied meals will be delivered to classrooms for both breakfast and for lunch.

Athletics:

- During Phase 5, indoor gatherings 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 gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.

- All equipment must be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, according to the Transportation section above.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Cleaning:

- Frequently touched surfaces including lights, doors, benches, and bathrooms will be disinfected at least every four hours.
- Libraries, computer labs, arts, and other hands-on classrooms will be disinfected after every class period. Efforts will be made to minimize sharing of materials between students, as able.
- Student desks will be disinfected at least once every class period.
- Playground structures will continue to undergo normal routine cleaning and disinfecting.
- Athletic equipment will be disinfected before and after each use.
- The district will ensure safe and correct use and storage of cleaning and disinfecting supplies.

Busing and Student Transportation:

- The bus drivers will strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on each bus at the entrance area.
- The bus driver, staff, and all students, if medically feasible, will wear facial coverings while on the bus.
- Buses and vehicles will be cleaned and disinfected daily. Children will not be onboard when the bus is being cleaned.
- Bus drivers will clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes.
- Drivers will clean and disinfect equipment including car seats, seatbelts, wheelchairs, walkers, and any other adaptive equipment on a daily basis.
- The Transportation Director will create a plan for getting students home safely if they are not allowed to board the bus.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols described in Testing, above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlines in the Testing section above.
- Weather permitting, keep windows and doors open when cleaning and disinfecting the bus and between trips.
- Weather permitting, keep windows open while the bus is in motion to help increase air circulation, but only if appropriate and safe.

Medically Vulnerable Students and Staff:

- The COVID-19 Director will work with each building principal to review all current plans for accommodating students with special healthcare needs and updating their care plans, as needed, to decrease their risk for exposure to COVID-19.
- The COVID-19 Director will develop a process for students/families and staff members 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.

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*.

PPE:

All strongly recommended guidelines are adopted by the district.

Hygiene:

All strongly recommended guidelines are adopted by the district.

Spacing, Movement and Access:

Not applicable--There are no Strongly Recommended guidelines in the Roadmap for Spacing, Movement and Access.

Screening:

All Strongly Recommended guidelines are adopted by the district.

Testing protocols for students and staff:

All Strongly Recommended testing protocols are adopted by the district.

Food Service, Gathering and Extra Curricular Activities:

All Strongly Recommended Food Service, Gathering and Extracurricular Activity protocols are adopted by the district.

Athletics:

All Strongly Recommended athletic protocols are adopted by the district.

Cleaning:

All Strongly Recommended cleaning protocols are adopted by the district.

Busing and Transportation:

All Strongly Recommended busing and transportation protocols are adopted by the district.

Medically Vulnerable Students and Staff:

All Strongly Recommended Medically Vulnerable Students and Staff protocols are adopted by the district.

- 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**.

PPE:

All Strongly Recommended guidelines for Personal Protective Equipment are adopted by the district.

Hygiene:

All strongly recommended guidelines for Hygiene are adopted by the district.

Spacing, Movement and Access:

Most district classrooms are approximately 800 sq. ft. There is not enough area to space desks six feet apart in classrooms to ensure social distancing between students, but social distance between students will be considered within the classrooms, as feasible. Teachers will be expected to maintain six feet of social distance between themselves and students, where feasible. In common areas, social distance will be taught, reinforced and monitored by building staff.

Screening:

All Strongly Recommended guidelines for Screening are adopted by the district.

Testing protocols for students and staff:

All Strongly Recommended testing protocols are adopted by the district.

Food Service, Gathering and Extra Curricular Activities:

All Strongly Recommended Food Service, Gathering and Extracurricular Activity protocols are adopted by the district.

Athletics:

Not applicable--There are no Strongly Recommended Phase 4 guidelines for Athletics.

Cleaning:

Not applicable--There are no Strongly Recommended Phase 4 guidelines for Cleaning.

Busing and Transportation:

Not applicable--There are no Strongly Recommended Phase 4 guidelines for Busing and Transportation.

Medically Vulnerable Students and Staff:

All Strongly Recommended Medically Vulnerable Students and Staff protocols are adopted by the district.

Mental & Social-Emotional Health

All Strongly Recommended Mental and Social-Emotional Health guidelines are adopted by the district.

Instruction:

All Strongly Recommended Instruction guidelines are adopted by the district.

Operations:

All Strongly Recommended Operations guidelines are adopted by the district.

Final Steps for Submission

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

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

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: **<insert link after EJ Board approval>**

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

www.eastjacksonschools.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: Steve Doerr

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 11, 2020

Date Submitted to State Superintendent and State Treasurer: August 12, 2020