

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District: PUBLIC SCHOOLS OF CALUMET, LAURIUM & KEWEENAW**

**Address of District: 57070 Mine St. Calumet, MI 49913**

**District Code Number: 31030**

**Web Address of the District: [www.clkschools.org](http://www.clkschools.org)**

**Name of Intermediate School District: COPPER COUNTRY ISD**

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

## Preparedness Plan Introduction

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

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

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

## Preparedness Plan Assurances

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

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

## Preparedness Plan

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

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.

The Public Schools of CLK will provide two (2) methods for providing an alternative mode of instruction.  
Traditional Students

- 1. Electronic Instruction: Using our Learning Management Systems teachers will continue to create and facilitate a digital learning environment for students pre-K-12. All students in grade 9-12 will have their laptops to participate in learning. Families with students in grades pre-K-8 will have the opportunity to check out the necessary number of Chromebooks from the school needed for their students' learning. Families with poor or no internet connectivity will have three options, (1) utilize the drive-up Wifi provided at the districts main campus, Mohawk campus, and other community locations, (2) check out a district hotspot (limited availability), or (3) opt for learning packets.
- 2. Learning Packets: Families with connectivity barriers that cannot be overcome will be provided learning packets as an alternative to electronic instruction. These packets will follow the electronic instruction and will be available for pick-up in our main entrance vestibule. All necessary precautions will be made to ensure safe distancing at the pick-up location. Packet pick-up will be monitored by school staff to measure participation and generate a list of families not participating so we can make contact with them to develop a plan to break down any barriers preventing their participation.

Participation and grading for all traditionally enrolled students will be based upon the established 2020-2021 grading system.

Virtual Students

- 1. CLK students enrolled in online learning will have no alternatives provided. Their instructional programming will not be interrupted as a result of a closure and all expectations remain.
- 2. Students enrolled in our shared-time program will also continue with their non-essential online course content. The only alternative made is the cancellation of any of the optional face-to-face to learning activities that are a part of some of their courses.

### Student Centered Approach

Principals & Office Staff: Will guide students and staff through the transition to distance learning, monitor student and teacher participation in the distance learning model, and support teachers that have students/families that are not participating.

Teachers: Will continue creating and facilitating a digital learning environment through the use of our Learning Management Systems (LMS), and providing feedback to students via LMS, email, or phone.

Paraprofessionals: Will provide weekly contact and check-in's with our at-risk and special education students. Check-in's are for academic support, providing accommodations, as well as maintaining

positive relationships with our students throughout this alternative learning period. Paraprofessionals are taking on roles as liaisons between the students and teachers, coursework, and administrators. Title I paraprofessionals will also collaborate with the Title I Coordinator to provide reading and math interventions throughout the closure period.

School Social Workers & Counselor: Will provide weekly check-in's with the students on their caseloads, along with any students identified by office staff, paraprofessionals, or teachers as needing emotional support during this time. They will utilize available SEL and community resources to support our students and keep them as safe as possible while they are not with us. They will also utilize the LMS to provide support services as needed.

### **Content Delivery**

1. Electronic Learning: teachers will provide a digital learning environment with instruction and learning activities using our Learning Management Systems (Seesaw, Schoology, & Google Classroom). The school will provide technology devices to any families that need them, as well as options for connectivity.

2. Learning Packets: will contain hard copies of learning activities for families without internet connectivity. These will be available for pick-up Monday-Friday. This will break down the technology barrier for families. Families with transportation issues will be identified and additional measures will be taken to get these learning packets to them.

3. Special Education Teachers and Paraprofessionals: will provide assistance, resources, and accommodations to the best of their ability for at-risk and special education students to better access learning.

### **Monitoring Learning**

1. Electronic Learning: Teachers will be able to monitor student activity and learning through the Learning Management Systems.

2. Learning Packets: Teachers will monitor student learning based on packet materials returned and graded.

3. Weekly Contact & Check-in's: all educational staff will be responsible for maintaining communication with students, monitoring student participation, and collaborating to make sure students receive the support necessary to learn during the closure period.

4. School Administrators will work with and support teachers and support staff in this learning environment by providing professional learning opportunities to meet areas of weakness, and reinforce efforts to get students engaged in the learning plan.

### **Dual, Concurrent, & CTE Enrollment**

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses.

For students in concurrent enrollment, CLK Early College program, we will collaborate with Gogebic Community College. Some of our high school instructors also serve as adjunct instructors with the community college and they will follow CLK and GCC guidance during a closure period. Our teachers, administrators, and office staff will continue to support and work with these students.

For students in Career and Technical Education they will continue with alternative learning in accordance with the Copper Country ISD's Preparedness and Response Plan.

- 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.

- 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. (Aug. 1 - Aug. 30)
- Students and parents will 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 prior to Phase 4 instruction.
- 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. 30)
- Fabric face coverings will be ordered and provided to every staff member. (Delivery taken by Aug. 24)
- Fabric and clear face coverings will be provided to preK-5 teachers with the requirement to wear the clear mask during instruction. Any other teacher at any grade level may also request a clear face covering if they so choose. (Delivery taken by Aug. 24)
- Disposable face coverings will be provided to students and staff that forget their personal face coverings at home. (Delivery taken by Aug. 24)
- Fabric and clear face coverings must be washed daily by staff students. (Daily)
- Individuals (staff or students) who claim medical exemption will need to provide rationale and documentation to school administration. (Begins Aug. 17 and continues throughout the school year)
- Exempted individuals will be recorded in a master database. Staff will be issued a sticker to display on their ID badge indicating this exemption, and students will be issued a sticker, tag, or other identification marker indicating this exemption.
- PreK-5 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close proximity (3 feet or less) to other students.
- 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 in MyTeachLink/Skyward.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the teacher or administration. Continued removals from the school building will result in permanent placement into online instruction with the student being prohibited from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by school administration and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office if they do not have their own and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by school administration.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

## 2. Hygiene

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

- Every building will be supplied with fixed or portable hand sanitizing stations.
- Fixed or portable handwashing stations may be supplied in some areas of campus.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the building supervisor immediately if supplies run low during the school day.
- Each building 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 schedule
  - Room and materials cleaning schedule
- Teachers, social workers, counselors, school nurse, or building administrators will teach students the following 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 24, November 23, February 22, and May 3
    - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 31
    - Monitor hygiene supplies and refill as needed daily
    - Procure hand sanitizing stations as deemed necessary by August 24
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course.

## 3. Spacing, Movement, and Access

Please describe how you will implement the spacing, movement, and access **recommendations** from the *Return to School Roadmap* (p. 23).

- Building/facility leaders and custodial staff will walk through each building to assess the number of desks, tables, the capacity to physical distance with existing student enrollment and furniture.
- As feasible, desks facing the same direction toward the front of the classroom.

- Hallways, cafeteria, entry, and sidewalks will be marked in 6-foot increments by September 3.
- Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance recommendation.
- Restroom sinks will be disabled and marked out of order if they are closer than 3 feet.
- Visitors to the building will continue to check in through the appropriate office. (Plexiglass barriers will be installed at the check-in kiosk as necessary.)
- Essential visitors (ISD Consultants, State Agency Workers, College Representatives, etc.) will be permitted limited access to interact with students, and only after reviewing and signing off on all safety expectations. These visitors will be required to sign out through the office to document time, purpose, and locations visited in the building.
- Classroom windows will be opened as much as possible, weather permitting.
- Elementary students will stay with their classroom cohort throughout the school day.
- Efforts will be made to minimize the number of persons in the hallways to provide safe distancing in these common areas of travel.
- Where possible, hallways will be divided with either side following the same direction.
- School staff will monitor arrival and dismissal times to discourage congregating and ensure students go straight from a vehicle to their classroom and vice-versa.

#### 4. **Cleaning**

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

- District Level Administrators, Maintenance Supervisor, and Building Building Supervisor will meet throughout the summer and school year to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- A custodial staff will be assigned to walking the building wiping all high frequency usage areas during the school day, and be on call to aid any building with special cleaning needs. General custodial assignments will continue to follow any evening activities in the building. Custodial staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms i.e. art, music, gym and library will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students desks between the transition of different cohorts of students to the room at the elementary or after every period at the



secondary level with EPA-approved disinfectant. Cleaning products will be safely stored away from children in all classrooms. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.

- Playground equipment will undergo normal cleaning.
- 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 to use 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).

- CLK Schools will comply with all MHSAA and NFHS guidance.
- Athletes and coaches must use proper hand hygiene techniques before and after every practice, event, or other 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.
- When using school provided transportation to inter-school competitions, coaches and athletes will wear facial coverings. Buses will be cleaned and disinfected before and after every use, as detailed in the “Busing and Student Transportation” section.
- Per MHSAA guidance, NO spectators will be allowed at indoor competitions. Players, coaches, officials, and game workers only.
- Per MHSAA guidance, no more than 100 spectators will be allowed at outdoor competitions. Note that this spectator limit includes players, coaches, medical staff, officials, game workers, media members, and ancillary groups such as cheerleaders and band members. People not part of the same household must maintain safe distancing from one another.
- Each player must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining safe distancing.

#### 5. Screening

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

- CLK Schools will cooperate with the Western Upper Peninsula Health Department regarding the implementation of protocols for screening students and staff.
- A centrally located room secluded from large groups of students, will be identified to serve as an isolation area for symptomatic children. This room will be outfitted with appropriate PPE, log sheets, communication necessities, and monitored by the school nurse.
- From the time of identification of potential infection, the student will be monitored by the quarantine officer and a log sheet of activity will be maintained 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.
- During the time of quarantine, a student that tests positive may 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 school through the Google form as well as follow all absence procedures. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- Positive tests for staff members and students will result in a required quarantine away from school until 24 hours fever free (without use of fever reducing medication), and symptoms have improved, and 10 days since symptoms first appeared.
- Staff and students experiencing symptoms but no COVID-19 testing is done and they answer yes to any of the section 2 questions of the screener will be required to quarantine away from school until 24 hours fever free (without use of fever reducing medication), and symptoms have improved, and 10 days since symptoms first appeared. If staff and students answer no to all questions of section 2 of the screener, may return to school based on medical guidance for their diagnosis/predominant symptoms.

## 6. Testing

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

- CLK Schools will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable for off-site testing.
- 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.
- Symptomatic students and staff sent home from school will be kept home according to Western Upper Peninsula Health Department guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact and close contacts (those who spent more than 15 minutes less than six feet in close proximity to the students or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored for symptoms of COVID-19.

- Parents and guardians should check their students' temperature at home every morning as well as the screener questions. Students with a temperature of 100.4 or greater, or answering yes to any of the other screening questions must stay home and consider COVID-19 testing.
- CLK Schools will cooperate with the Western Upper Peninsula Health Department if a confirmed case of COVID-19 is identified, and will collect 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.
- CLK Schools will notify local health department officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Positive tests for staff members and students will result in a required quarantine away from school until 24 hours fever free (without use of fever reducing medication), and symptoms have improved, and 10 days since symptoms first appeared.
- Staff and students experiencing symptoms but no COVID-19 testing is done and they answer yes to any of the section 2 questions of the screener will be required to quarantine away from school until 24 hours fever free (without use of fever reducing medication), and symptoms have improved, and 10 days since symptoms first appeared. If staff and students answer no to all questions of section 2 of the screener, may return to school based on medical guidance for their diagnosis/predominant symptoms.

## 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).

- Lamers Bus Lines has received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- Meetings will be held with Lamers transportation supervisors to review the criteria required for level IV and discuss concerns or issues arising.
- Contracts are being to be altered as necessary to address the cleaning, sanitizing and professional development that is needed for the fleet.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- Hand sanitizer and supplies in which to brace/mount the hand sanitizer at the entrance of each bus has been ordered and installed.
- 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. Logs and video will be maintained for a period of 90 days.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Communication will be sent out weekly to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless "It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering."

- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.
- On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

**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.**

The Public Schools of CLK will follow the MI Safe Start for Schools Roadmap for all policies and procedures while in Phase 5.

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*.

**Personal Protective Equipment**

- 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 medically tolerate a facial covering 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 is 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.

### **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 Western Upper Peninsula Health Department guidelines.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

### **Testing Protocols**

- 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 Western Upper Peninsula Health Department 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.

### **Positive Tests Among Staff and Students**

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
  - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14

days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools will help the local health department by collecting data and contact information of those exposed.

- Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

### **Food Service, Gatherings, and Extracurricular Activities**

- Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

### **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 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, 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.

### **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 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 use such products.

### **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, arm rests, 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 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 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.

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*.

All high recommended protocols from the Return to School Roadmap are included in our Preparedness Plan.

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

No, to the extent feasible all highly recommended protocols will be implemented.

## 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:  
Tuesday, August 11, 2020**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:  
<https://www.clkschools.org/district-board.php>**

---

Phyllis Locatelli  
CLK School Board President

**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:  
Christopher M. Davidson**

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

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