

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

08/13/2020

Name of District: Adams Township School District

Address of District: 43084 Goodell Street, Painesdale, MI 49955

District Code Number: 31020

Web Address of the District: www.adams.k12.mi.us

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 as deemed necessary for school functionality 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 Adams Township School District will conduct distance learning through online instruction. The district will ensure connectivity through wireless hotspots distributed to families without current internet access. Jeffers High School is also a community wireless hotspot that may be accessed from the parking lot. Families may also check out chromebooks to ensure access to online materials. Teachers will provide online materials through multiple platforms. These may include: Google Classrooms, Odysseyware, Edgenuity, Khan Academy, Splash Math, Accelerated Reader, Moby Max, YouTube, Epic, Teach Your Monster to Read, Raz Kids, Mystery Science and/or Scholastic Social Studies. Other education materials may also be utilized as needed.

- 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 Adams Township School District Return to Learn Committee and School Board will communicate the state requirements to parents and students. Teachers will directly inform students of the requirements and teach them proper mask expectations. The district will provide masks for all staff and students.

i.) District personnel will discuss bus expectations with the private contractor supplying transportation. Specific plans for communicating and enforcing expectations will be distributed via website, school

board meetings, mailings, and in-school instruction.

- ii.) PreK-12 mask expectations will be communicated to teachers, parents and students. Students will be taught the expectations. The expectations will be reinforced through frequent checks of understanding.
- iii.) All staff members will be required to wear a mask in the building, except while eating. Clear face masks will be available to teachers instructing primary grade students.
- iv.) All students in grades 6-12 will wear masks at all times. Expectations will be taught on a regular basis.
- v.) All K-5 students will be required to wear a mask unless they remain in their individual classrooms. Anytime a K-5 student or the classroom students leave the classroom they will be required to wear a mask.

2. Hygiene

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

Approved cleaning supplies will be readily available in each Adams Township School District building. Classroom teachers and custodial staff will have access to materials to quickly disinfect surfaces. Proper cleaning techniques will be taught to all staff members utilizing each product. Signage will be posted in common areas throughout each building. Proper handwashing techniques will be regularly discussed with staff and students. Cleaning protocols will be reviewed in our yearly MI-Safe Schools training videos that all staff are required to complete and at our beginning of the year in-services.

3. Cleaning

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

The Adams Township School District is implementing a cleaning schedule that deep cleans each classroom each day. Each classroom is also disinfected at mid-day (during lunch and/or recess) everyday. Common areas (hallways, lockers, door handles, bathrooms, etc.) will be cleaned and/or disinfected at least twice per day. Hands-on classrooms and areas (library, art room, trades classroom, computer labs, etc.) will be cleaned after each class period by the teacher and/or custodial staff. Classroom desks will be wiped with an appropriate cleaner at the end of each class prior to new students coming into the room. Passing periods have been extended to accommodate this and movement has been limited to reduce the need for excessive cleaning. All cleaning materials will be safely stored in janitorial closets.

4. Athletics

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

MHSAA guidelines will be followed. Large scale indoor events will be suspended until allowable. Masks will be required on all bus travel and for all spectators. Outdoor events will be limited to 100 spectators. Social distancing of six feet for all spectators that do not live in the same home will also be required. All equipment will be disinfected using proper techniques and materials prior to and after every use. Participants will also be required to wash hands prior to and after each event. All personal contact (high fives, first bumps, elbow bumps, etc.) will be prohibited. Students will be required to have their own water bottle that is not to be shared with others.

5. Screening

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

The Adams Township School District will cooperate with the local health department regarding screening protocols. Quarantine areas in each building have been established. All students exhibiting symptoms will be picked up immediately by parents/guardians. During interactions with symptomatic students, staff will utilize appropriate personal protective equipment to limit exposure and spread of the disease. Expectations for safe return to school after sickness will be communicated to each parent, as well as encouragement to keep kids home that are not feeling well. Staff members are expected to stay home if they are not feeling well or if they have a fever of 100.4 or greater. Office personnel will develop tracking logs of students exhibiting symptoms and specific reasons for being out sick.

6. Testing

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

The Adams Township School District will cooperate with the local health department regarding testing protocols. Contacts with any individual that tests positive will be tracked for two days prior to the positive test. Administration will follow health department protocols for communicating positive test results to pertinent parties. Staff members will continually self-monitor for symptoms. Staff members will also be encouraged to watch students for any symptoms. Students and staff exhibiting symptoms will be designated to the quarantine area until transportation home is arranged. Local health department recommendations for self-quarantining will be shared with staff and students awaiting test results.

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).

All school buses will be disinfected before and after each bus run. Prior to boarding the bus, students will be required to use supplied hand sanitizer. All students and staff members will be required to wear a face mask during transportation. Exemptions may be made if an individual requires them. The school bus will not be an option for any student that shows symptoms while at school. Alternate transportation will be arranged on a case-by-case basis for such occurrences.

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 Adams Township School District will hold in-person instruction and will adhere to all strongly recommended guidelines in the Return to Learn road map put forward by the Michigan Department of Education. Specific information can be found below.

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

- Face coverings will be worn during all transitional periods, common areas and during transportation.
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Hygiene

- All elementary classrooms have both a hand washing station and hand sanitizers in which proper hand washing techniques will be taught. Signs will be posted on proper covering a sneeze and cough in all classrooms throughout the district. Students will be washing hands on entering the classrooms, leaving classrooms for lunch and returning from recess. High school students will be required to wash hands in the cafeteria before receiving their lunch. Signage will be posted in all science labs, cafeteria and restrooms on proper hand washing techniques.

Spacing and movement

- At the elementary level all classes will be cohorted and teachers will be moving from class to class rather than students. Spacing, signage and directional facing will be maximized to the best of our ability. Dismissal will be staggered at the end of the day when loading busses.

Screening Students, Staff and Guests

- Both buildings have a designated quarantine room in which the individual that is experiencing Covid symptoms and the individual monitoring will adhere to CDC and local health department guidelines will be followed. A record of monitoring has been developed by the district that addresses students/staff that are experiencing symptoms and individuals that enter the building. Opening day packets will include parents to monitor their child for any symptoms of Covid before sending the student to school.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).
- Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.
- Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.
- 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.
- 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.
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Testing Protocols for Students and Staff and Responding to Positive Cases

- Contact tracing will take place and be shared with the local health department in the event of a positive test result.
- Symptomatic students and staff will be sent home from school and be required to stay home until they are 24 hour symptom free.
- In the event of a positive test, the Return to Learn committee will communicate with pertinent groups and will monitor any individuals that came into close contact with the person testing

positive. Quarantine and testing recommendations as established by the local health department will be followed.

- 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.

Responding to Positive Tests Among Staff and Students

- The Adams Township School District will notify and work with the local health department regarding positive test results and to begin contact tracing. All personal information will be kept confidential.
- 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.
- 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, Gathering, and Extracurricular

- Serving and cafeteria staff will 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.
- All field trips will be cancelled during Phase 5

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.
- Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.
- Handshakes, fist bumps, and other unnecessary contact should not occur.

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.
- 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.
- staff will wear gloves and a face covering when performing all cleaning activities.

Busing and Student Transportation

- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- 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.
- 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

- All Individualized Education Programs will be reviewed to properly accommodate students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.

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*.

Medically Vulnerable Staff

- Work reassignments will be considered for high risk individuals whenever possible, but cannot be guaranteed due to limited positions available.

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**.

All Phase 4 highly recommended protocols will be followed

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for

approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: 8/12/20

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

www.adams.k12.mi.us

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: Tim Keteri

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

Date Submitted to State Superintendent and State Treasurer: