

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Date Adopted: August 13, 2020

Name of District: COPESD (Cheboygan-Otsego-Presque Isle ESD)

Address of District: 6065 Learning Lane, Indian River, MI 49749

District Code Number: 16000

Web Address of the District: www.copesd.org

Name of Intermediate School District: COPESD

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 district plans to use a remote learning form of instruction using the online learning platform of Canvas as the primary mode of instruction. For those students that do not have a device, the district will provide devices in grades PK-12. Students without devices will have them provided and we will make arrangements for internet through wifi access at multiple locations (schools, libraries, etc.). Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls. Teachers will also communicate multiple times each week through the instructional platform Canvas, Class Dojo, or Google Classroom, with an emphasis on continuing to build relationships and maintain connections. COP staff will emphasize and foster relationships with students through technology (virtual meetings, email), by phone or text..

For students with technology access, content will be delivered through the online platform, Canvas, Google Classroom, Remind, etc. Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons multiple times per week. This will be supplemented with phone conferencing to support instruction by a variety of COP Staff.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e Canvas). 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.

The plan will be communicated to our parents/guardians via individual phone calls made by COP Staff. Parents will receive an email or mailing with the plan attached, directing them to our district website where they can access. The plan will be posted in a prominent location on our district website.

Teachers will use the instructional platform to monitor student wellness, engagement, and completion

of assignments. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support will be sought to make these connections (Social Workers, Student Engagement, Health Department of Northwest Michigan, and ThunderBay Mental Health Services). When applicable, ancillary staff will provide teletherapy.

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.

Facial coverings must 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 must not wear one and a doctor's note will be required. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

Early Childhood and special education staff are encouraged to wear clear masks.

Homemade facial coverings must be washed daily.

Disposable facial coverings must be disposed of at the end of each day.

Facial coverings must be worn by all students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who is working with students who require an aerosolized procedure will have an N95 mask available.

Facial coverings must always be worn in hallways and common areas by students in the building except for during meals. Any student who is unable to medically tolerate a facial covering must not wear one and must provide a doctor's note. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

Homemade facial coverings must be washed daily.

Disposable facial coverings must be disposed of at the end of each day.

Facial coverings must be worn in classrooms by all students, except when eating or drinking. Any student who cannot medically tolerate a facial covering must not wear one and provide a doctor's note. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

Facial coverings are not recommended for use in classrooms by children ages 3 and 4.

Facial coverings should never be used on children under age 2.

2. Hygiene

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

COPESD will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

Students and staff will be educated on how to cough and sneeze into their elbows, or to cover with a tissue and how to dispose of used tissues in the trash and hands washed immediately using proper hand hygiene techniques.

COPESD staff will systematically and frequently check and refill soap and hand sanitizers.

Students and teachers will have scheduled handwashing with soap and water every 2-3 hours.

COPESD staff will limit sharing of personal items and supplies such as writing utensils.

Students' personal items will be kept separate and in individually labeled cubbies, containers, or lockers.

COPESD will limit the use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

All COPESD classrooms contain sinks and handwashing stations in the classroom.

COPESD home visiting staff will be provided with adequate supplies to support healthy hygiene behaviors.

3. Cleaning

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

COPESD programs are housed in local district buildings and will follow local district cleaning protocols, as referenced in these links :

[Cheboygan](#) Area Schools

[Gaylord](#) Community Schools

[Onaway](#) Area Community Schools

In addition, we will enact the following cleaning protocol in each of our classroom locations:

Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an [EPA-approved disinfectant](#) or diluted bleach solution.

Libraries, computer labs, arts, and other hands- on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Playground structures must continue to undergo normal routine cleaning, but using an EPA- approved disinfectant is unnecessary.

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 products.

Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

Home visitors will enact the following cleaning protocol:

- Limit items brought into a visit to only items that can be sanitized after use or that can be left with the family.
- Anything that cannot be properly disinfected between visits should be put in a large bag/tote for cleaning later.
 - Follow CDC guidance for sanitizing
 - Do not reuse until sanitized.
 - Used items should not go back into a clean item container.
- Providers should regularly sanitize the inside of their cars as they travel between visits.
- Sanitize hands prior to entering the home, after leaving home and prior to entering your car
- Keep Home Visit Supply Kit updated and in your vehicle (Provided by COPESD)

4. Athletics

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

N/A COPESD has no interscholastic or club athletic teams. Any students who participate in athletics must follow MHSAA and local guidelines.

Additional note about restrictions on gatherings and food services:

COPESD will prohibit indoor assemblies that bring together students from more than one classroom. COPESD students will eat breakfast/lunch in their classrooms. Food Service will be provided to each classroom through the local district food service and will follow local district guidelines.

5. Screening

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

COPESD will cooperate with the local public health department regarding implementing protocols for screening students, staff and families of home visiting.

COPESD will identify and designate a quarantine area and a staff person at each of our locations to care for students who become ill at school.

Students who become ill with symptoms of COVID-19 will 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 will be available.

Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).

Staff will conduct daily self-examinations, including a temperature check if feeling feverish, 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.

6. Testing

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

COPESD will cooperate with the local public health department ([flow chart linked here](#)) 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 should be kept home until they have [tested negative](#) for COVID-19, or have been released from isolation according to [CDC guidelines](#).

Families should 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 any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

Responding to Positive Tests Among Staff and Students

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

COPESD will 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. COPESD will help the local health department by collecting data and contact information of those exposed.

Note: COPESD annually provides 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 will 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.

Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

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).

Students will be required to use hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.

The bus driver, staff, and all students, if medically feasible, must wear facial coverings while on the bus. Note: There may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations will be made on a case-by-case basis with local public health officials.

Transportation staff will clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.

Transportation staff will 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.

Transportation staff will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

Classroom Programs will communicate and work with parents/guardians for getting students home safely if they are not allowed to board school transportation.

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

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

Weather permitting, windows will be opened while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

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.

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|---|
| We will follow the same plan in Phase 5 as we have detailed above in Phase 4. |
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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*.

COPESD will include all of them, except spacing desks 6 feet apart. We will do that whenever possible, but it may not be possible in every classroom location.

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*.

COPESD will not include spacing of desks 6 feet apart. We will do that whenever possible, but it may not be possible in every classroom location.

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**.

Yes

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 13, 2020

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

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

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Jamie R. Huber

**Date Received by the ISD/Authorizing Body/Chief or designated School
Administrator: August 13, 2020**

Date Submitted to State Superintendent and State Treasurer: August 17, 2020