

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Revised 1:05 PM
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Name of District: Kearsley Community Schools

Address of District: 4396 Underhill Drive, Flint, Michigan 48506

District Code Number: 25110

Web Address of the District: www.kearsleyschools.org

Name of Intermediate School District: Genesee Intermediate School District

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.

In Phase 1-3, Kearsley Community Schools will be closed for in-person instruction. The following protocols and procedures will be implemented:

Safety Protocols:

Personal Protective Equipment and Hygiene

- Schools are closed for in-person instruction

Spacing, Movement and Access

- Schools are closed for in-person instruction
- School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.

Screening Students

- Schools are closed for in-person instruction.

Responding to Positive Tests Among Staff and Students

- If KCS learns that an employee has tested positive for COVID-19, KCS will notify the Genesee County Health Department. KCS will follow Health Department instructions to conduct an investigation to determine the identities of co-workers who may have had close contact with the confirmed-positive employee within the prior 14 days and direct those individuals to self-quarantine for 14 days from the last date of close contact with that employee. If applicable, KCS will also follow Health Department protocol to notify any subcontractors, vendors or visitors who may have had close contact

with the confirmed-positive employee. Pursuant to CDC guidelines, employees who show symptoms of COVID-19 while at work shall be separated from other staff and visitors and sent home.

Food Service Gathering and Extracurricular Activities

Kearsley Community Schools will continue our food distribution program and will continue to provide meals that will be available to all students eighteen (18) years and under, at our designated food distribution site, Kearsley High School.

- We will serve meals on Mondays and Thursdays. Times will remain the same. Meal distribution begins at 11:00 a.m. and goes until 1:30 p.m. or until meals are all handed out.
- School employees will be placing food in the vehicle trunk or truck bed. This will further reduce contact between individuals. Drivers will open their trunk when the volunteer approaches their vehicle.

Athletics

- All athletics are suspended.

Cleaning

- Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.

Busing and Student Transportation

- Student transportation is suspended.

Mental and Social Emotional Health:

- The District will implement weekly checks on all students, screening for mental and social emotional well-being. Records of check-ins will be curated by the building administration and counseling staff.
- The District will communicate guidelines to all staff regarding the identification and rapid referral of at-risk students through KCS counselors, social workers and administrators.
- In addition to the continuing support that KCS counselors, social workers, administrators and teachers are and will continue to provide, the District will provide ongoing professional development on racial bias, social-emotional learning, trauma informed best practices, identification of at-risk students and poverty training.
- The District will continue to train and support the district and building level crisis teams. The district will also continue to train and support out MERT teams at each building.

- Compile and regularly update comprehensive lists of wellness resources available to both staff and students.
- Building level counselors and social workers will act as mental health liaisons to work across the school, public health agencies and community partners.
- Continue to communicate with stakeholders to address mental health concerns resulting from COVID-19. Counselor and social worker emails are identified on the district homepage to direct students and parents for mental health support.
- Continue to communicate via Facebook, Twitter and Ed-Alert to help parents and guardians understand normal behavior response to crisis, best practice in dealing with trauma with children, and promote health and wellness.

Instruction:

Governance

- The district Return to Instruction and Learning working groups, led by the Director of Curriculum and Assistant Superintendent and composed of a broad group of stakeholders on the district and school level:
 - Gathered feedback from families, teachers, students, and school leaders about their experiences with distance learning through online surveys, social media, focus groups and conversations.
 - Revised the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
 - Shared the district's remote learning plan with all involved stakeholders.

Remote Instruction

- This remote learning plan has been revised based on feedback and input from school leaders, educators, families, and students, and is provided to involved stakeholders on the Kearsley Community School's website.
- Teachers will facilitate online instruction through the use of Google Classroom, District adopted curriculum and software, Courseware and Edgenuity.
- Synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation will be implemented by teachers.
- Students' IEPs, IFSPs, and 504 plans will be reviewed in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and will include accommodations and match services accordingly.

Special Education / 504's

- Foundational Tenets:
 - FAPE can be delivered in a variety of ways.

- The District shall strive in good faith and to the extent practicable, based upon existing resources, technology, training, and curriculum, as well as the circumstance presented by any state of emergency or state of disaster, to provide equal access to students with disabilities using multiple / alternative modes of instruction.
- Contingency Plan:
Special Education teachers and General Education teachers will work cooperatively to develop learning plans for students with IEPs to best meet their individual needs during the time of distance learning.
 - In general, for students in grade K-5, the General Education teachers will provide the home learning plan to all of their students, including those with IEP's. Special Education teachers will support the home learning plan for the students on their caseloads.
 - For students in grades 6-12, the teacher of record will provide the home learning plan to all of their students. Special Education teachers will support the home learning plan for the students in their classes.
 - Teachers of students in self contained programs will deliver the home learning plan to the students on their caseloads.
- In Addition, Special Education Teachers will:
 - Provide suggestions for support, accommodations, modifications, alternate options for the units/projects/lessons/activities developed by the general education teachers.
 - Provide resources that support the learning opportunities and this new environment.
 - Provide specific materials for children as needed, as appropriate and as feasible for making progress on IEP goals.
 - Collaboration between general education and special education regarding lesson planning and lesson execution.
 - Special Education staff will provide additional support to small groups and individual students through weekly check-ins. This may be in the form of phone calls, emails, virtual meetings, and/or other distance learning platforms.
- Assurances:
 - To the extent practicable, Kearsley Community Schools will, in good faith, provide students with IEPs/Section 504 Plans the opportunity to participate in learning consistent with existing plans.

- Case managers and/or teachers of record will work with the student and their parents on providing additional support that may be necessary to assist the student in meeting their IEP/504 plan goals.

- ESOL Services:

ESOL students will receive support from their general education teacher, the District POC for ESOL services, and the GISD ESOL support staff, in order to access the Distance Learning Plan.

Superintendents have approved EL contact by the GISD and EL POC overview of ESOL programming. ESOL program facilitators and ESL highly qualified teachers will support students. All families receiving direct services will be contacted and supported regularly.

These supports include:

- Differentiated support/contact for grade levels
- Differentiated support/contact for proficiency levels
- Differentiated support/contact for family access to technology

On-line, Dual-Enrollment and Career and Technical Education Students:

- Kearsley High School administration, counselors and online learning facilitators/monitors will be in contact with students that identify as one of the above students within Kearsley Community Schools. KCS will work with colleges and universities to maintain learning experience and appropriate educational experiences for students to successfully reach the desired outcomes for their program.
- If students, through the colleges and universities that we work with, begin to fall behind and or are unable to participate during these unprecedented times, they will work with the student and our counselors to rectify the situation.
- Students participating in CTE programs will be evaluated consistent with state guidelines for CTE. This would include continuing to prepare them for state required assessments.
 - Conduct checkpoints with school leaders around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional support.
 - Remain connected with MDE about policies and guidance.

Communication and Family Supports

- The District will implement any additional communication systems needed to reach every family and student through multiple modes (e.g., text, call, email, home visit) to share:
 - Expectations around the duration of the closure and reopening;

- Decisions about grade-level proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload;
- Supports and resources for families to use at home, such as grade-specific activities and strategies for teaching and helping their child; and
- Training on accessing and using the school's digital systems and tools, and workshops for families to build digital literacy.

Professional Learning

- The District will continue to provide professional learning and training through virtual modes for educators to:
 - Offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education;
 - Share knowledge, continuously learn, and exchange ideas, successes and failure around remote learning;
 - Share information and data about students' assessment results, progress, and completed assignments;
 - Learn how to use the school's digital systems and tools appropriately and sustainably; and
 - Build capacity around high-quality remote learning.
- Utilize structures, such as professional learning communities, for educators to collaborate on prototypes for a week's worth of instruction to establish consistency and an appropriate workload.

Monitoring

- Expectations
 - It is expected that teachers at the PreK-6 level make daily, two-way contact with students and the students spend between 2-4 hours per day engaged in assigned coursework.
 - It is expected that teachers at the 6-12 level make daily two-way communication with students and that students spend 1 hour, per day, per course engaged in assigned coursework.
- Attendance
 - Teachers will make two-way communication with students each day.
- Grading
 - Teachers will assess the quality of student work and provide feedback to students and families.
 - Students will self-assess the quality of work, reflect on teacher feedback, and learning progress.
- Material support need for families

- The primary methods of instruction that Kearsley Community Schools will use to implement this plan include: our partnerships with the Genesee Intermediate School district for ESOL and pre-K (including GSRP), Mott Community College and our other partnering institutions of higher education for dual enrollment support, the use of online learning through the use of platforms including but not limited to Google Classroom, Edmentum Courseware, Edgenuity, Google Meets, YouTube, Remind, ParentVue, telephone communications, email, virtual instruction, videos, slideshows, or a combination of these resources.
- Kearsley teachers have worked in grade level and/or subject matter professional learning communities to develop weekly lessons, daily activities, assignments and assessments using on-line technology and non-technology resources.
- In order to meaningfully access the varying modes of instruction included in the plan, families will need:
 - Access to devices capable of receiving communications sent by the District through platforms such as Synergy, Facebook, the District Web Page, email, SynreVoice, and/or additional apps and online platforms used by teachers and administration.
 - Access to internet service
 - Access to devices capable of accessing the internet and visual and/or audio conferencing

Facilities:

KCS will continue to:

- Audit necessary materials and supply chain for cleaning and disinfection supplies.
- Maintain schools in good working order to prepare for the subsequent return of students.
- Execute school cleaning and disinfection protocols. Require that custodial staff wear a face covering when performing cleaning duties.
- Work with the GISD to create a contingency plan to coordinate the use of school buildings for essential actions including food distribution and child care, particularly for essential workers.

Technology

- KCS is a 1:1 district. All students in grades 1-12 will be issued a Chromebook while kindergarteners will be issued an iPad. Students in grades 4-12 will take those Chromebooks home daily while students in grades K-3 will have their devices remain at school while in Phase 4-6.

- Tech Support

For help with a KCS-issued Chromebook or iPad, please send an email from the student's KCS gmail account to kearhelp@kearsleyschools.org or kearsleytechnologystaff@kearsleyschools.org. Please include the student's name and be as specific as possible about the problem.

- Procedures and policy has been developed for the distribution and return of district owned devices.

- Devices will be pre-assigned and delivered in a protective case.
- Procedures for sanitizing devices prior to repair or turn-in have been developed.
- District software and anti-virus software has been loaded on machines.
- An asset tracking tool has been selected

- Staff training of online teaching tools for remote learning has been implemented

- Internet Access

Parents and students are encouraged to seek local internet providers, many of which offer low cost options to low income families.

Spectrum (Charter), Xfinity (Comcast), and AT&T are all offering internet access for free for 60 days to new customers with students. Some of them are also temporarily halting shut-offs and late fees for existing customers (Please note that the District is merely providing this information as a courtesy, and does not have any involvement with these providers or their conditions for service.)

- Spectrum: 844-488-8395
- Xfinity: 855-846-8376
- AT&T: 855-220-5211

- Hot Spots

The District will provide pre-paid mobile wifi hotspots to families that are unable to access internet

- Student Accounts

Student usernames and passwords can be found in the ParentVue app/website in the Student Info section, under Additional information. This is the information that should be used to login to the Chromebook.

- Online Learning Disclaimer

Kearsley Community Schools has made reasonable efforts to ensure that video conferencing is confidential and access is limited to students in the assigned groups. However, some of these services will be provided in a group format and when this occurs students will be able to see other students in the group.

In addition, Kearsley Community Schools is unable to control who else may be in the room in which a student is receiving these services remotely, including other family members or others who are living with the other students, who may observe the session and other students in the group.

Due to the nature of distance learning which may include video meetings and other internet-based platforms, parents also acknowledge and agree that the District (although it will take reasonable precautions) may not be able to ensure confidentiality per the Family Educational Rights and Privacy Act (FERPA). By agreeing to have their child engage in distance learning, parents agree to waive the protections under FERPA during the time period of the mandatory school closing and understand that the recording of other virtual meetings by parents/guardians or students is prohibited. If parents do not wish to waive FERPA during this time, they may opt-out of distance learning, but understand that due to the state of emergency caused by COVID-19, other types of instruction may be limited.

Budget, Food Service, Enrollment and Staffing

- Instructional resources for both staff and students have been made available to promote remote learning.
- A plan has been developed to provide meals to students in all Phases of the MI Safe Schools Plan
- Staffing has been expanded to accommodate multiple options for the delivery of instruction.

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.

Kearsley Community Schools will provide multiple learning models for the 2020-2021 school year. The first model that we will offer will include a hybrid learning plan where K-3 students will be in school five days a week, spending half of their days with their teacher and half the day receiving academic support and remote learning from auxiliary staff. All students in grades 4-12 will be in school two days a week and learning remotely from home three days a week. Smaller in-person class sizes every day will allow us to maintain social distancing precautions in the school building, with fewer students on buses, and allows us the greatest opportunity to keep all of our students and staff members healthy, allowing school to continue as normal as possible. In addition, student movement in the buildings will be minimized and heightened cleaning and safety precautions will be implemented and adhered to.

The second option for students is a 100% online option for those families that are not comfortable with sending their students back into the school buildings. Our intention is to have these students taught using a self paced curriculum offered through Edgenuity (grades 9-12), Edmentum Courseware (grades 6-8) or using a district adopted curriculum delivered in a virtual setting by a highly qualified Kearsley Community School teacher (grades K-5).

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. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- Facial coverings must be worn by preK-12 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.
- Facial coverings must 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 must not wear one. 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.
- Facial coverings must be worn in classrooms by all students grades 6-12. We are strongly recommending the use of face masks in K-5 classrooms and will work with parents to meet this expectation. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

2. Hygiene

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

- All building entrances will have mobile hand sanitizing dispensers available for staff and students as they enter a building. The hand sanitizer will contain at least 60% alcohol for safe use by students and staff.
- All classrooms and office spaces will be provided hand sanitizer with at least 60% alcohol for safe use by staff and students.
- All restrooms and many classrooms will provide adequate supplies to support healthy hygiene behaviors including soap, paper towels and signs reinforcing proper handwashing techniques
- All staff and students will be taught handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- All staff and students will be taught how 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.
- The district will be hiring additional custodial support at each building to support a systematic and frequent check of refill soap and hand sanitizers.
- The additional custodial support will also allow for classroom desks and common touch points to be cleaned during the school day when the classroom is not in use (i.e. during a teachers preparation period)
- Students will be strongly encouraged to hand wash with soap and water before lunch above and beyond the use of hand sanitizers in each classroom.
- All staff will strongly encourage and enforce limited sharing of personal supplies such as writing utensils.
- Student's personal items will be kept separate in individually labeled containers, cubbies or carried with them.
- All staff will strongly encourage and enforce limited sharing of classroom materials to small groups and disinfect between uses.

3. Cleaning

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

- 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. Efforts must be made to minimize sharing of materials between students, as able.
- 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 will be provided gloves, surgical masks, and face shield to use when performing all cleaning activities.

4. Athletics

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

- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention will be given to entry and exit points to prevent crowding.
- Each participant will use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of

the same household must maintain six feet of distance from one another.

5. Screening

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

- KCS will cooperate with the Genesee County Health Department regarding implementing protocols for screening students and staff.
- Every school has identified and designated a quarantine area and a staff person 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 is required.
- Symptomatic students will be sent home from school and kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff will conduct daily self-examinations, including temperature check and submit results online 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.
- An online health screening process has been developed for employees.
- 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.
- Any parents or guardians entering the building will sanitize hands prior to entry and have their temperature taken.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Families will be encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

6. Testing

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

- KCS will cooperate with the Genesee County Health Department regarding

implementing protocols for screening students and staff.

- Students who develop a fever or become ill with COVID-19 symptoms at school will be required to 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 will be transported for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC 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 will 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. Only those that develop symptoms require testing for COVID-19.
- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

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 in grades preK-12, if medically feasible, will be required to wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- The District will clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- The District 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.

- The District will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- If a student becomes sick during the day, they will not be allowed to use bus transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and must not return to drive students.
- The District will create a plan for getting students home safely if they are not allowed to board the bus.
- Weather permitting, keep doors and windows will be opened when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, the District bus drivers will consider keeping windows open 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.

All highly recommended policies and protocols identified in Phase 4 will remain in effect for Phase 5. The District will adhere to all highly recommended protocols for Region 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*.

The District will adhere to all highly recommended protocols for Region 5.

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*.

None

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

Students and teachers must have a scheduled handwashing with soap and water every 2-3 hour.

Hand sanitizer stations will be located in every classroom. At a minimum, students will be applying hand sanitizer when they enter and leave the classroom as well as prior to eating breakfast and lunch in the classrooms. Having multiple students leave the classroom to use soap in the bathrooms may cause congestion and unnecessary contact with additional students.

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:

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:

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

Date Submitted to State Superintendent and State Treasurer: