

COVID-19 Preparedness and Response Plan

Name of District: Onekama Consolidated Schools

Address of District: 5016 Main St Onekama, MI 49660

District Code Number: 51060

Web Address of the District: <http://ocs.manistee.org/>

Name of Intermediate School District: Manistee

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.

District and Building Implementation Plan:

The district plans to use online learning platforms as the primary mode of instruction (i.e. Moodle, Canvas, Google Classroom, Edgenuity, Michigan Virtual). All students K-12 have devices that connect to the internet. An Accelerated curriculum will be used at every grade level. Students without internet access will be given resources and or a device to enable access.

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 (i.e. Google Classroom, zoom, etc), with an emphasis on continuing to build relationships and maintain connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

Content will be delivered through the online platform, (Canvas, Moodle, 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.

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform (Canvas, Moodle). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed.

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access the plan.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

Teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. 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 agencies may be sought to make these connections (31N Coordinator, DHHS, ISD supports etc.)

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, 31N Coordinator, ISD supports) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

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.

OCS will continue daily face-to-face instruction with students to the extent possible. In support of this, OCS will require facial coverings in all buildings and on all buses as reviewed below.

- When using school transportation, facial coverings must be worn by all K-12 students and all district staff. This includes all extracurricular travel on busses/in school vehicles outside the regular school day.
- Specific to facial coverings in buildings, **staff** are required to wear the appropriate facial covering at all times, except for meals. For K-5 and special education teachers, OCS will provide for clear masks so our youngest children can see more of the full facial features of our staff.
- Facial coverings must be worn in hallways and other common areas by all K-12 students except during meals. In addition, students in grades 6-12 must wear facial coverings when in classrooms. Students in grades K-5 will not be required to wear facial coverings when in classrooms, as we are able to adjust operations to avoid close contact between classes (cohort students).
- For any student or staff member who cannot medically tolerate a facial covering, a waiver may be secured by providing documentation from a doctor indicating that the accommodation is required “at school”, and clarify if a face shield is/is not an appropriate alternative.
- Reusable cloth masks will be available for students/families prior to the start of school. A supply of disposable masks will be made available on busses and in buildings for student emergency use.
- Expectations regarding the use and wearing of face coverings will be communicated to families repeatedly in advance of the school start and district administration will be available to answer questions prior to direct instruction beginning. In addition, building signage will alert families, students, staff, and all visitors to the necessary requirements for facial coverings for the respective buildings.
- Students who are able to wear a face covering but refuse to do so in a required area will be issued a face covering by a school staff member (teacher, paraprofessional, administrator, or other staff) and asked to put the face covering on. If the student refuses, parents will be contacted and the student will be required to go home for the day. Students who are repeatedly non-compliant with face covering protocols will be removed from in-person instruction and transitioned to remote learning.
- Visitors to all school buildings are required to wear a face covering at all times. Visitors refusing to wear a mask will not be allowed into the interior of any building and will be asked to leave campus.

2. Hygiene

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

District and Building Implementation Plan:

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Teachers will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues by August 1, November 20, February 20, and May 20
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
 - Monitor hygiene supplies and refill as needed three times daily
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 1
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

3. Cleaning

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

District and Building Implementation Plan:

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for usage in different wings. I.e. Curriculum closet in third grade hallway, gym storage room, custodial closet in 5th grade hallway.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas at 7:00 a.m., 10:00 a.m. 1:00 p.m, 4:00 p.m and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students desks everytime students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- Playground equipment will be cleaned twice a week.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Athletics

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

OCS will follow the guidance as published by the Michigan High School Athletic Association (MHSAA). The district athletic director will communicate requirements and provide necessary training to coaching staff regarding proper hand hygiene and participant check in requirements prior to any practice or events.

Staff will be directed to disinfect and clean equipment before and after each use. Consistent with directives regarding bus transportation, athletic teams utilizing school transportation will be required to wear an appropriate facial covering at all times while on the bus.

Individual athletes will be required to utilize their own water bottle. Water bottles will be required to be labeled.

Proper hand hygiene techniques will be supported and practiced by participants, and existing

summer protocols for participant screening will be maintained into the season and/or until MHSAA modifies guidance.

When in Phase 4, requirements of the roadmap guidance will be followed and indoor weight rooms and conditioning activities that require shared equipment will be suspended. Outdoor activities will be allowed to continue under social distancing guidelines.

Also in Phase 4, large-scale indoor spectator events will be suspended. Outdoor spectator or stadium events are limited to 100 people. Spectators will be required to wear masks and individuals not in the same household must maintain six feet of distance from one another. Information regarding this will be advertised and posted at events.

When in Phase 5, indoor spectator events will be limited to 50 people and larger, outdoor spectator events will be limited to 250 people. The Board authorizes building and district administration to reasonably exceed these limits for events provided additional, proportionate safety measures are implemented. This allowance is permitted when our region/district is in Phase 5 only.

5. Screening

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

OCS will follow recommended self-screening protocols for staff and students and indicated by District Health Department #10. Parents will be provided with a copy of a Self-Screening at Home Guide once final guidance is provided by DHD#10.

<https://www.cmdhd.org/novelschools>

Staff will electronically submit confirmation that they do not exhibit any of the symptoms prior to arriving for work. Within the form, staff also identify the individual buildings/work locations they will be present at each day. All staff have been provided the electronic link to the appropriate form. In addition, QR codes will be posted throughout the building for staff to use mobile devices to complete necessary self-screening.

A designated quarantine room will serve as an isolation area for potentially positive and/or symptomatic students pending parent reunification. This room will be supplied with the required PPE. Parents contact will be made immediately detailing the pick up location and reunification process. Students are to be monitored at all times when waiting for parent reunification.

For students/staff who become symptomatic at school, OCS staff will publish procedures for staff to follow in advance of the first day of instruction. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

6. Testing

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

Per District Health Department #10 guidance, testing of asymptomatic students and staff prior to return to school or sports is not recommended at this time. OCS will work closely with DHD #10 regarding contact tracing requirements and follow up procedures if a positive case is identified in our buildings. <https://www.cmdhd.org/novelschools>

OCS will work in collaboration with DHD#10 and other local health officials when a positive case is confirmed and will base its response on the guidance/directives received.

Families will be notified of the presence of any laboratory positive or clinically diagnosed case of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

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).

Hand sanitizer will be provided on all buses. We are working to secure an approved mount for the sanitizer at this time.

Masks will be required on all buses at all times by students and staff. We are investigating clear mask options that may be appropriate for our bus drivers. A supply of masks will be provided on each bus for use if students are not wearing one at the bus stop.

As noted elsewhere in the Roadmap, airflow is an important mitigation strategy, and we will implement the following policy:

- Weather permitting:
 - Roof hatches will be opened slightly. They are to be tipped upwards from one side. Drivers will be trained properly on how to do this.
 - The two front windows in the first row of seats will be opened to the first catch. Adjustments can be made by the bus driver as needed.
 - The opening of the driver's window will be at the driver's discretion
 - Airflow should be maximized to the extent practicable but not overly distracting/discomforting.

Buses will be cleaned after each route, including a complete wiped down of seating areas and touch surfaces. New/Additional cleaning equipment is on order and we expect arrival in September. This equipment should provide for additional efficiencies and allow for less time for cleaning.

Families will be required to sit together in the same seat or an adjacent seat. If family members have an elementary student, the members will be seated nearer to the front of the bus.

Families will be encouraged to self-transport whenever possible.

The Director of Transportation will label the rows so that we will be able to provide assigned seats/identify proper location of students in case the district needs to contact trace.

Primary stop and secondary stop provisions of our transportation department will be strictly enforced during the school year.

Appropriate signage regarding the use of hand sanitizer and masks when on the bus will be installed on all buses. These requirements will also be communicated to families.

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.

When in Phase 5, OCS will continue daily face-to-face instruction with students to the extent possible.

Most operational policies and procedures as provided for in Phase 4 operations will continue as outlined previously. Adjustments will be made in small increments within our practices at the building level and consistent with the Roadmap guidance. These adjustments will be reflected within the building level plans and communicated as needed.

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*.

OCS will follow to the extent possible the highly recommended protocols from the Return to School Roadmap during Phase 5 as indicated below*:

- Personal Protective Equipment: Protocols regarding facial coverings will be followed with possible modifications on a case-by-case basis based on medical waivers or other extenuating circumstances.
- Hygiene: Adequate supplies to support healthy hygiene behaviors and continuously reinforce handwashing and other strongly recommended hygiene practices.
- Screening Students, Staff, and Guests: Quarantine area protocols, procedures for

sending home symptomatic students, and visitor records.

- Testing Protocols for Students and Staff and Responding to Positive Cases: Protocols for students/staff who become symptomatic at school, and staff/family notifications following the presence of any laboratory positive or clinically diagnosed cases.
- Food Service, Gathering, and Extracurricular Activities: Protocols for food service staff, handwashing, outdoor gatherings and field trips.
- Athletics: Limitations on indoor/outdoor spectator events and social distancing protocols. Hand hygiene techniques, participant check-ins, and equipment cleaning.
- Cleaning: All cleaning procedures to the extent possible will be maintained.
- Busing and Student Transportation: Protocols for use of hand sanitizer, bus cleaning, facial coverings, and others will be followed to the extent possible.
- Medically Vulnerable Students and Staff: Staff will update student care plans as needed to decrease risk for exposure to COVID-19 and provide for requests for alternative learning. OCS will attempt to provide for alternative work reassignments where possible.
- Transportation: OCS has reviewed operational considerations as strongly recommended in the *Return to School Roadmap* guidance and we are working with our driver leadership to implement safety and mitigation measures to the extent possible. Driver shortages are a significant concern and operational disruptions are possible if staffing shortages occur.

*OCS planning has generally focused on Phase 4 requirements in order to avoid constant adjustments to operational protocols.

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*.

When in Phase 5, OCS will not wholly exclude any of the highly recommended protocols from the *Return to School Roadmap* and will make efforts to follow to the extent possible and feasible the highly recommended protocols from the guidance.

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

NO

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in

the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

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

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

<https://docs.google.com/a/manistee.org/viewer?a=v&pid=sites&srcid=bWFuaXN0ZWUub3JnfG9uZWthbWFzY2hvb2xzfGd4OjUyMDFjZjJhOTAxNmRmYTE>

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

<http://ocs.manistee.org/>

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

Name of District/PSA/Nonpublic Leader Submitting Plan: [Regina Hagen, Superintendent](#)

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

Date Submitted to State Superintendent and State Treasurer: