

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 10:00 am  
9/10/20

**Name of District:** Watersmeet Township School District

**Address of District:** 4720 North Highway 45, Watersmeet, MI  
49969

**District Code Number:** 27080

**Web Address of the District:** www.watersmeet.k12.mi.us

**Name of Intermediate School District:** Gogebic-Ontonagon ISD

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

## Preparedness Plan Introduction

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

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by

August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

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

## Preparedness Plan Assurances

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

- The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to

conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.

- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

## Preparedness Plan

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

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
  1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

### **District and Building Implementation Plan:**

The district plans to use a hybrid model of instruction using online remote learning platforms as the primary mode of instruction (i.e. Google Meet, Google Classroom, Michigan Virtual). For those students that do not have a device, the district will provide devices. Students without internet access will have access to instructional materials. 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. 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) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform (i.e., Google Meet, Google Classroom, Michigan Virtual), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional materials that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

For students with technology access, content will be delivered through the online platforms, (i.e., Google Meet, Google Classroom, Michigan Virtual). 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. For those students without technology, the main mode of delivery will be through hard copy instructional materials. This will be supplemented with phone conferencing to support instruction. The instructional materials will be provided during meal distribution held on Tuesday's of the week from 10:30 am – 1:00 pm. materials will be mailed or delivered to the student if they do not participate in meal distribution.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Google Meet, Google Classroom, Michigan Virtual). 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. For students without technology access, instructional materials will be collected each week during meal distribution. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). 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. If the student is not doing meal distribution or pick-up, materials may be

mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our School District email communication platform, according to the preferences our parents/guardians have chosen. 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. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district website.

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. The students will be given credit or no-credit. 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.

If a student has access to technology, 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 materials. 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 (ex.: 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 (ex.: school counselor, HHS Attendance 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.

## **District and Building Implementation**

### **Plan:**

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. ( )
- Students and parents will be required to read the instructions for the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies found in the Parent/Student Handbook before the students are permitted to enter the classroom on the first day of school. ( )
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Sept. 15)
- Fabric face coverings will be ordered and provided to every student and staff member on a daily basis. These will be placed on busses and in the classrooms every evening by the custodial and transportation staff. ( )
- Face coverings will be provided to preK-5 teachers with the requirement to wear the face mask during instruction.
- Staff members are required to wear a clean face covering daily.
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. (Begins Aug. 20 and continues throughout the school year)
- Exempted individuals will be recorded in a master database.
- PreK-5 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close (2 feet or less) proximity to other students.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry.
- Students showing patterns of non-compliance will be removed from the school building and placed at home into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continue removals from the school building will result in permanent placement at home into remote instruction with the student being banned from coming to

the school site.

- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator or police officer.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

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

**District and Building Implementation Plan:**

- Every classroom will be supplied with paper towels, soap, hand sanitizer, tissues, and trash receptacles.
- 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, etc.. It will include
  - Hand-washing schedule
  - Room and materials cleaning schedule
- The Teacher 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 Sept. 15
  - Monitor hygiene supplies and refill as needed three times daily

- o Procure hand sanitizing stations as deemed necessary during walk-through with building leader by Sept. 14
- 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.

**2. 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 Superintendent, Building Principal, and Building Custodians 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. Custodial closets in hallways, gym storage rooms, etc.
- 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 custodian and administrator will tour the 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.
- Custodians and/or Classroom teachers will wipe down the students desks every time students exit the room at the elementary classrooms 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).

### **District and Building Implementation**

#### **Plan:**

- All athletic programming will follow all MHSAA guidelines throughout the school year.

### **5. Screening**

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

### **District and Building Implementation**

#### **Plan:**

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.
- Our school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, cell phones, an internet-connected computer, log sheets, and video surveillance.
- Our school building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.

- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work • Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school district Principal/designee. The Principal/designee will relay the information to the School Quarantine Officer who will contact the County Health Department.
- The County Health Department will determine required quarantine time for staff members who have tested positive for COVID-19. Days of quarantine for COVID-19 positive results WILL NOT count against employee sick time allocations.

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

**District and Building Implementation Plan:**

- Watersmeet Township School District will follow and implement the protocols outlined on page 12 of the Western Upper Peninsula Health Department (July 31, 2020) “COVID-19 RETURN TO SCHOOL TOOLKIT” regarding the requirements for testing protocols. As newer guidelines are published, protocols will be adopted and implemented as they arise.

**7. Busing and Student Transportation**

**District and Building Implementation Plan:**

- Contact has been made to Schilleman’s Transportation regarding the school district contracting transportation with Schilleman’s for the 2020-2021 school year. It is confirmed that Schilleman’s Transportation has a copy of the criteria of the “MI Safe Schools: Michigan’s 2020 Return to School Roadmap”.

- A weekly meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for level IV and discuss concerns or issues arising.
- Schilleman's Transportation has been given a breakdown of the aforementioned items and will ensure that they can comply with the items required.
- Schilleman's Transportation will address the cleaning, sanitizing and professional development that is needed for the fleet as stated in the "MI Safe Schools: Michigan's 2020 Return to School Roadmap".
- Schilleman's Transportation agrees to the required signage that will be added to each bus to address the use of face masking of all students and drivers and use of hand sanitizers and cleaning protocols.
- Schilleman's Transportation agrees to the following protocols:
  - Ordering hand sanitizer and supplies in which to brace/mount the hand sanitizer at the entrance of each bus.
  - Develop an ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed. ◦ Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of 90 days.
  - Plexiglas shields will be installed to protect the driver.
  - Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
  - Communication will be sent out weekly to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless "It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering."
  - Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
  - Professional development will be provided and required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting

of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.

- o Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped. Watersmeet Township School District will recommend the windows be closed when the temperature is below 40 degrees Fahrenheit.
- o On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

**C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.**

Watersmeet Township School District will continue to follow all policies and procedures described in Phase 4 of the “MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap when the school district is moved into the Phase 5 category.

**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*.**

Watersmeet Township School District will continue to follow all highly recommended protocols described in Phase 4 of the “MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap when the school district is moved into the Phase 5 category.

**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*.**

Watersmeet Township School District will continue to follow all highly recommended protocols described in Phase 4 of the “MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap when the school district is moved into the Phase 5 category.

**D. After considering all the protocols that are highly recommended in the *Return to***

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

No. Watersmeet Township School District will continue to follow all highly recommended protocols described in Phase 4 of the “MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap when the school district is moved into the Phase 5 category.