

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 08/12/20

Name of District: Grant Township School

Address of District: 346 Gratiot Street, Copper Harbor, MI 49918

District Code Number: 42030

Web Address of the District: copperharborschool.org

Name of Intermediate School District: Copper Country Intermediate School District

Name of Authorizing Body (if applicable): Grant Township School Board

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.

District and Building Implementation Plan:

The Grant Township School (Copper Harbor School) plans to use a hybrid model of instruction using student texts, workbooks, daily synchronous virtual meetings, and online learning platforms.

Each student of the Copper Harbor School will be sent home with a grade appropriate instructional packet including the all necessary materials (workbooks, textbooks, etc.) to provide access to information across every content strand in the core curriculum in Language Arts, Math, Science, and Social Studies.

In addition to these text materials, students may take home various math manipulatives, reading books from the library, flash cards, science experiment supplies, craft supplies, and Scholastic Magazines. Arts and craft projects, ukulele lessons, special research projects, and silent reading time will continue as well via Zoom for the duration of the at home learning period. The teacher will place a drop-off/pick-up bin on the school’s side porch for students and parents to turn in weekly assignments, or to receive any needed materials.

The teacher and paraprofessionals will make daily contact with each student via Zoom or Google Meet. A daily schedule will be followed to ensure that each student receives the help needed to complete his/her coursework. The teacher and paraprofessionals will also set up, monitor, and report progress in the online learning platforms for science and social studies for each student.

The teacher will communicate weekly with parents via Messenger to assess the progress each child is making and will make adjustments to this learning plan as needed.

- B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:
 - 1. **Face coverings** (p. 22)
 - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
 - i) All staff and all students in grades PreK- 8 when on a school bus.

- ii) All staff and all students in grades PreK- 8 when in indoor hallways and common areas.
- iii) All staff when in classrooms.

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 watch a safety video on the wearing of and expectations for maintenance of face coverings. The Grant Township School will provide a link to said safety video. Students and parents will sign-off on their awareness of these policies 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.
- Fabric face coverings will be ordered and provided to every student and staff member. Each child will be provided with five (5) face masks. A clean mask shall be worn each day of school and the parents/guardians will be responsible for care and cleaning of the masks on a weekly basis.
- Fabric face coverings will be provided to teachers with the requirement to wear the mask during instruction and when in close proximity of others and school supplies.
- Face coverings will be washed weekly by the parents and stored appropriately for distribution.
- Individuals (staff or students) who claim medical exemption will need to meet with the teaching staff and provide rationale for exemption. A Face Covering Exemption Form must be completed and signed by their physician. All documentation must be turned into the teacher before the first day of school.
- PreK-8 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. Masks MUST BE WORN when in close proximity of a teacher or another student, unless siblings or from the same household.
- Students showing patterns of non-compliance will be removed from the school building until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration.
- 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 entry if they do not have their own and must wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the Grant Township School Board for review and decisive action.
- School lunches are not provided. Students and staff will be required to bring cold lunches from home. Teacher will not provide assistance with lunch preparation(s).
- Lunches/snacks will be eaten at desk. No mask required at these times.
- Masks will be worn when exiting the building, but are not required on the playground during gross motor activities.
- Parents ARE NOT permitted inside the building for any reason (other than emergency) during regular school operation.

- All drop offs and pick-ups of students will be done at a safe distance. Departure from school will be scheduled and discussed with parents.

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:

- Classroom will be supplied with a fixed hand-sanitizer station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teacher will instruct students on the first day of school:
 - proper hand-washing protocol (washing hands for a minimum of 20' with protocol reinforced as often as necessary) hand-washing procedures posted at all sinks areas
 - hand-sanitizer will contain at least 60% alcohol
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash

Parents and caregivers will be asked to review and reinforce these procedures with their students.

- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels and tissues
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways
 - Monitor hygiene supplies and refill as needed
 - Procure hand sanitizing stations as deemed necessary during walk-through with teacher or administration
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- Facial coverings must be worn by all staff except during meals.
- PreK-8 and special education teachers shall wear a mask
- Facial coverings must be worn by PreK- 8 students, staff and bus drivers during school transportation
- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown into the trash and hands washed immediately using proper hand hygiene techniques.

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.
- The classroom will be provided spray bottles with EPA-approved disinfectant, paper towels, and gloves in order to address new cleaning protocols. Staff must wear gloves, and a mask when cleaning.
- The custodial team and staff will tour the building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the office to ensure compliance when custodial substitutes are in the building.
- The teacher(s) will sanitize high touch surfaces throughout the day, recording times and area. Custodial staff will sanitize the building at the end of the day, as well as, all high touch surfaces. Staff will note the time and date and initials on a chart that is kept daily.
- 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.
- Frequently touched surfaces, including light switches, doors, benches, bathrooms, must undergo cleaning at least every 4 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.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must use gloves and mask 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).

District and Building Implementation Plan:

- NOT APPLICABLE TO THE GRANT TOWNSHIP SCHOOL

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:

- The school will cooperate with the local health department regarding implementing protocols for screening students and staff.
- Staff should conduct daily self-examinations, including temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they are to stay home.
- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and will be quarantined until transported by their parent or guardian, emergency contact or ambulance, if clinically unstable, and is encouraged to seek off-site testing.
- Families are 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 COVID-19 is present.
- Families are 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 provide follow-up with a primary care provider.
- Parents of students should screen for the following symptoms:

Temperature (100.4 or above)

Chills

Head Ache

Sore Throat

Loss Of Smell/Taste

Runny Nose

Congestion

Muscle Aches

Abdominal Pain

Fatigue

Nausea

Vomiting

Diarrhea

If your child exhibits any OR a combination of the symptoms listed above, they are to stay home.

- If staff or student have any illness symptoms without a fever or use of fever reducing medications and symptoms have improved AND it has been 10 days since symptoms have appeared OR a negative COVID test after 10 days, they may return to school. If a child is ill and is improving, the teacher will work with parent and child providing at home instruction during recovery.
- If a student or staff member has symptoms, and there is KNOWN exposure to COVID-19, staff or student must quarantine for 14 days since the last known contact with the exposure, EVEN IF THEY HAVE A NEGATIVE TEST.
- If a student or staff member has a CLOSE CONTACT with a KNOWN COVID-19 infection, regardless of showing symptoms, that staff member or student must quarantine for 14 days since the last known contact with the exposure, EVEN IF THEY HAVE A NEGATIVE TEST.

- Families are 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 provide follow-up with a primary care provider.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. 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:

- Schools must cooperate with the local public health department regarding implementation of protocols for screening students and staff.
- If staff or student have any illness symptoms without a fever or use of fever reducing medications and symptoms have improved AND it has been 10 days since symptoms have appeared OR a negative COVID test after 10 days, they may return to school. If a child is ill and is improving, the teacher will work with parent and child providing at home instruction during recovery.
- If a student/staff is diagnosed with a positive case of COVID-19 in the school, the Grant Township School will close and revert to Phase 1-3 learning for 14 days following exposure.
- Students who become ill with symptoms of COVID-19 at school will be placed in a designated quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a mask.
- If a student/staff has had close contact with someone who has tested positive for COVID-19 or clinically diagnosed with COVID-19, they must quarantine for 14 days from the last known exposure. The teacher will provide at home instruction for that student(s).

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).

District and Building Implementation Plan:

- Require the use of 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, must wear facial coverings while on the bus. NOTE: There may be situations where it is not safe for a driver to wear a facial covering. Decisions about these situations will be made on a case-by-case basis.
- Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined by the administration. If a driver becomes sick during the day, they must follow protocols for sick staff and must not return to drive students.

- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- Weather permitting, consider keeping windows open when cleaning the vehicle and between trips to let the vehicle thoroughly air out.
- Weather permitting, 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.
- Students will adhere to assigned seating with siblings sitting together.
- Masks are mandatory to enter the bus. Refusal to wear a mask may terminate bus privileges.
- 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.
- Professional development will be 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 clean.
- In the event that both drivers become sick, bussing will have to be suspended for 10 – 14 days, dependent upon COVID-19 status.

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.

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 Grant Township School will be following Phase IV Policies and Procedures during Phase IV or Phase V.

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*.

Due to our unique situation as a one room school, we have one classroom where ALL children are taught, ALL students of every grade level (including 6-8 grade) will be following the same mask wearing protocols.

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.**

The Grant Township School will implement all highly recommended protocols in the *Return to School Roadmap*.

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:

Miranda Kilpela Davis, President, Grant Township School Board

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

www.copperharborschool.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:

George Stockero, Superintendent, Copper Country Intermediate School District

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

August 14, 2020

Date Submitted to State Superintendent and State Treasurer:

Updated and Approved by the Grant Township School Board on September 14, 2020