

COVID-19 Preparedness and Response Plan

8/7/2020

Name of District: Napoleon Community Schools

Address of District: 200 West Ave. Napoleon MI 49261

District Code Number: 38120

Web Address of the District: <https://napoleonschools.org/>

**Name of Intermediate School District:
Jackson County 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.

Napoleon Community Schools plans to use a mixed media delivery system, utilizing online instruction and/or paper learning packets as needed. We will determine which of our students have internet access, and the required technology to be successful while participating in an online platform. Students who have opted for remote learning in phases 4-6 will have already received technology based on the needs per household. For the students who do not have online access and the adequate technology, we will be providing a hard copy learning packet weekly. (We have ordered more technology for dispersal, however it is back ordered due to supply chain issues. It will be dispersed upon receipt and imagining). Packets will be provided to all students who do not have access to technology, devices, or internet. Paper learning packets will remain part of our Phase 1-3 plan until the district is able to purchase or supply all students with the appropriate technology. Each packet will contain all materials and resources needed for the students to participate and be successful. Teachers will be required to complete regular check-ins with all students during remote learning. Any additional supplies will be issued upon request as needed. Students will be held accountable for their learning. Classroom teachers will establish routines, provide feedback, and assess learning.

Remote Learning Expectations (preK-12)

Daily/Weekly Expectations:

Eby (preK-2)

- Lower Elementary - We will follow age appropriate time frame guidelines for each grade level with increasing time as student age increases. It makes sense to do a three day ELA, two day math format with teacher presentation to smaller groupings spread over the morning and giving those groups the opportunity to complete assignments and the option for remediation. Supplemental materials will be added as needed for science and social studies. We will use SeeSaw as our primary method of student engagement by remote learning. Additionally, other platforms will be added or

used as needed to supplement the learning and maintain student interest and engagement. Pirate's Cove preschool activity plans for Remote Learning will consist of Literacy, Math, Physical and Social Emotional activities planned each week. Padlet will be used to provide ancillary support/activities for students. Zoom meetings will take place during specific times throughout the week and teachers will be available on Fridays for any additional information that may be needed for families.

Eby (3-5)

- Upper Elementary - We will follow age appropriate time frame guidelines for each grade level with increasing time as student age increases. ELA, math, science and social studies will be presented to students in various sized groupings depending on student needs and subject area. Each day of learning will be based on teacher established schedules and student needs. Supplemental materials will be added as needed for all subject areas. We will use Google Classroom as our primary method of student engagement by remote learning. Additionally, other platforms will be added or used as needed to supplement the learning and maintain student interest and engagement.

NMS/NHS

-Google Classroom will be the primary delivery platform for all in person and remote learning. This is by design to reduce the amount of prep time for both areas of instruction and to allow for flexibility within the classroom for staff.

-Students should be working remotely for about 30 minutes per class in a "normal" 50 minute class period.

-The recommendation for remote teaching/learning would be to provide 45-60 minutes per class in the modified block schedule which would be 100 minutes in length to reduce student movement. Total work time includes 180-240 minutes of direct instruction, assignments, and assessments. This may be a bit longer for core courses and less for electives. This may vary by grade level and content area this is the reason for the time variance.

ALHS

- e2020; continue program from last Spring written in our Continuity of Learning Plan

- Students have the ability to come into the building for face to face support

Accountability:

Eby (preK-2)

- Accountability will take a couple of forms. In person/remote - Parents that have availability to the online materials will have students respond in that format. Those that are unable to do so, and materials are being delivered to them on busses, will

return their materials in the same way. For entirely remote days - Teachers will be responsible for checking work and documenting participation in subject areas.

Eby (3-5)

- Our accountability will take a couple of forms. In person/remote - Parents that have availability to the online materials will have students respond via that format. Those that are unable to do so, and we are bussing materials to anyway, will then return their materials the same way at the time. For entirely remote learning days - Teachers will be responsible for checking work in math, reading, writing, science and social studies each contact day.

NMS

-Grading done on Google Classroom (Copied over to PowerSchool)

-Teachers may want to consider the use of a scoring rubric to aid students in completion of assignments.

For entirely remote learning days - Teachers will be responsible for checking work in Math, LA, Science and Social Studies each contact day.

-Grading of assignments should be done by Sunday Night (there is no change in a weekly grade update we currently use).

-Send parent emails to students who are behind or missing assignments this can be done during office hours provided on Wednesdays.

- Staff will be conducting wellness checks for all remote learners, also can be done on Wednesdays during office hours.

-Daily assignments are a good way to monitor student work and progress

-Test can be given online through Illuminate Education

-Teachers will be encouraged to establish/create different assessments that will show understanding and not necessarily memorization of facts.

NHS

- Staff will be conducting wellness checks for all remote learners

- Formative weekly assessments will be mandatory. Daily assignments may be used to monitor student work and progress. Each lesson should include some form of assignment, activity, exit ticket, or practice.

-Grading done on Google Classroom (Copied over to PowerSchool)

-Teachers may want to consider the use of a scoring rubric to aid students in completion of assignments.

For entirely remote learning days - Teachers will be responsible for checking work in Math, LA, Science and Social Studies each contact day.

-Grading of assignments should be done by Sunday Night

-Send parent emails to students who are behind or missing assignments this can be done during office hours provided on Wednesdays.

ALHS

- e2020; continue program from last Spring written in our Continuity of Learning Plan
- Students have the ability to come into the building for face to face support

Time Constraints:

Eby (preK-2)

- In person/remote - Teachers will produce or find or develop enough content to attach to their online platform to give equitable access to their online learners and allow them to complete assignments as given to students in class. Each staff member will be given a camera to record curriculum and curriculum presentation and edit an instructional piece to avoid duplication of teaching as much as possible. Time will be given on Wednesdays to create and add content to online platforms.

Eby (3-5)

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NMS/NHS

- The recommendation for remote teaching/learning would be to provide 45-60 minutes of instruction, assignments, and assessment per 100 minute “block schedule class”. If we transition to 50 minute periods this would reduce the amount of time teachers would be expected to provide remote content/instruction to 20-30 minutes per class period. Total work time for students includes 180-240 minutes (daily) of direct instruction, assignments, and assessments. Teachers will also have four additional planning hours for remote learning preparation on Wednesdays which will include ‘office hours”, and two hours of “duty time” which can be content area support, monitoring students, or supporting other buildings.

ALHS

- e2020; continue program from last Spring written in our Continuity of Learning Plan
- Students have the ability to come into the building for face to face support

Assessment:

Eby (K-2)

- In person/remote - As assessments are given they will be made available to learners at home whether online or by direct delivery. For entirely virtual days - teachers will assess their learning allowing all learners to demonstrate understanding.

Assessments will be delivered to those that have no online access using school transportation as needed.

Eby (3-5)

- In person/remote - As assessments are given they will be made available to learners at home whether online or by direct delivery. For entirely remote learning days - teachers will assess their learning using a tool that allows all learners to demonstrate understanding. Assessments will be delivered to those that have no online access.

NMS/NHS

-Teachers need a variety of assessments (formative and summative). Formative assessment should occur weekly. Daily assessments provide good feedback on learning, but may be too time consuming for teacher and student.

-Unit/Chapter assessments

-Project Based learning/assessment might be the best way to avoid academic dishonesty (recommend not required)

ALHS

- e2020; continue program from last Spring written in our Continuity of Learning Plan

- Students have the ability to come into the building for face to face support

Paper Learning Packets

Paper Packets will be developed for weekly distribution. Packets should be prepared in a manner that the packets can be picked up on Monday and returned Friday to respective buildings. This may be accomplished utilizing school transportation. *(If students have the capability to take pictures and email or submit through Google classroom, this would be beneficial for staff safety and students receiving timely feedback and will allow for a "quarantine" of up to 5 days for all paper materials).*

Teachers would then provide feedback as quickly as they are able to depending on the mode of assignment receipt.

Packets should include resources and assignments which contain the same content as Google Classroom for all remote learners. Feedback and grades will be placed in Google Classroom and PowerSchool.

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.

REQUIRED in PHASE 4

- 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.
 - PreK-5 and special education teachers should consider wearing clear masks.
 - Homemade facial coverings must be washed daily.
 - Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must be worn by 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
 - Homemade facial coverings must be washed daily.
 - Disposable facing coverings must be disposed of at the end of each day.
 - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- Facial coverings must be worn in classrooms by all students grades 6-12. 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.
- All students in grades preK-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class

District Implementation:

Pirates' Cove

- Staff will be supplied 3 masks by the district. These are required for staff.

Masks with clear windows ensuring visible teacher mouths will be available for lower elementary staff and face shields for those staff members who would prefer to have them also

- Masks are not required for children, but can upon parent request. Parents and staff are required to wear a mask. Disposable or hand-made masks only.

Eby

- Staff will be supplied 3 masks by the district. These are required for staff. Masks with clear windows ensuring visible teacher mouths will be available for lower elementary staff. Additionally, face shields for those staff members who would prefer to have them also will be provided in addition to masks
- Students will be issued 3 washable cloth masks supplied by the district which need to be washed
- Additional masks available at both identified entrances and in office, and in classrooms
- Staff will go over use of masks with students
- Masks optional within rooms but must be used in hallways and other locations exterior to classroom
- Students/Staff who can't wear a mask must provide a physician's note saying they cannot
- Tables will have plexiglass dividers to separate students

NMS

- Masks required for staff and students; Staff may wear a face shield and a mask
- District provides 3 washable cloth masks per student and staff member that need to be washed
- Masks available at each entrance, the office, and the classrooms
- Students/Staff who can't wear a mask must provide a physician's note saying they cannot however, a face shield is recommended.
- Masks only removed for eating/drinking
- Tables will have plexiglass dividers

NHS/ALHS

- Staff and students while in the building will wear a facial covering
- Students/Staff who can't wear a mask must provide a physician's note saying they cannot however, a face shield is recommended.
- School will provide 3 washable masks per student and staff member which need to be washed
- Masks available at the office, and the classrooms
- Tables will have dividers

2. Hygiene

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

REQUIRED in PHASE 4

- ❑ Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- ❑ Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

District Implementation:

Eby (PreK-5)

- Students will use sinks and sanitizers as they change locations within rooms and exterior to room
- Sanitizers will be available in many locations around the building and in the courtyard for arrival
- Custodians must keep sanitizers full and restock supplies
- Water fountain use will be minimized.
- All adults will make sure that students are washing hands and/or sanitizing frequently at least a minimum time per the state requirements.
 - Preferably at all movement times.
- Adults that **MUST** move between rooms need to sanitize when entering a new room and maintain social distance from other staff members within the room.

NMS

- Hand washing signs(each room/halls/bathroom/entry doors); teach/review hand washing
- Students will sanitize hands upon leaving each classroom (each classroom has a hand sanitizer device already installed) and upon returning to a classroom from the restroom
- Drinking fountains closed, bottle filling station will be remained open, we will also allow water bottles in classes
- Custodians must keep sanitizers full and restock supplies

NHS/ALHS

- Students and staff will wash hands and student surfaces every hour of student contact.
- Hand sanitizer, viricide, wiping cloths, soap and sinks or additional washing stations will need to be secured to allow for the increase in hand washing
- Drinking fountains closed, bottle filling station will be remained open, we will also allow water bottles in classes
- Custodians must keep sanitizers full and restock supplies

3. Cleaning

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

REQUIRED in PHASE 4

- ❑ Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or

diluted bleach solution.

- Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

District Implementation:

Eby (PreK-5)

- All tables, desks, light switches, bathrooms, toys and any other classroom surfaces that have been used by students must be sanitized and/or disinfected every four hours for buildings where the students do not switch classrooms.
- Any other common surfaces (fountains, switches, locker handles) will be cleaned at least every four hours; more regularly when students are not present.

NMS

- Any time MS students leave a classroom, staff or students will need to wipe down his/her desk or table, etc. with approved cleaner before leaving; light switches and other common surfaces will need to be cleaned
- Any common surfaces (bathrooms, fountains, door handles, etc) need to be cleaned every 4 hours

NHS/ALHS

- Student and staff surfaces will be wiped down after every class period pending student contact.
- Door handles, windows, desks, light switches, and common surfaces in the classroom are the teachers responsibility, and bathrooms, lunchroom, and common areas are janitorial and lunch staff responsibility.
- Common hallway surfaces need to be cleaned every 4 hours
- Office staff will wipe surfaces in the area surrounding the office.

4. Athletics

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

REQUIRED in PHASE 4

- 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 must 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 must be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must 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.

District implementation:

- All athletic programs will follow policies and procedures issued by the MHSAA, which are consistent with the current executive order and the NFHS. These policies will contain guidelines for contact, equipment, practice (both in-season and out of season), travel/transportation, and competition.
- Indoor fitness center, and gymnasium will remain closed
- If school sponsored athletics are suspended or postponed, youth sports will not be using school facilities for any practices, events, or competitions.
- Phase 4 or Phase 5 will not dictate our participation in athletics, so the district will not review our programs as we move into Phase 5. All athletic programs will follow the MHSAA guidelines regardless of what Phase we are in.

5. Screening

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

REQUIRED in PHASE 4

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

District Implementation:

Eby

- Every Staff member will be required to complete a Google Form; as a health screening prior to entering the building. If staff members do not complete the Google Form, a hard copy form will be provided near the scan entrances
- Students will be screened when entering the bus if they do not turn in a completed screening; or students that are brought to school will be directed to

ONE entrance (front) where they will be screened upon entry if they do not have a completed form.

- There will be a screening station at the front entrance door to screen students entering at that point.

NMS

- Every Staff member will be required to complete a Google Form; as a health screening prior to entering the building. If staff members do not complete the Google Form, a hard copy form will be provided at the Main entrance.
- Temperature screen students before entering the bus, if they do not turn in a completed screening.
- If not possible, screen students/hand out masks in the foyer (for drop offs and self arriving students) or outside ONE entrance before entering the building, bus students will be dropped off at the south entrance.
- Buses could hold students and empty one bus at a time, if possible, to allow for appropriate student spacing.
- Students if coming to school will need to have temperature checked before coming to our building and be masked when they arrive.

NHS/ALHS

- Every Staff member will be required to complete a Google Form; as a health screening prior to entering the building. If staff members do not complete the Google Form, a hard copy form will be provided at the Library entrance.
- Temperature screen students before entering the bus, if they do not turn in a completed screening.
- Students if coming to school will need to have temperature checked before coming to our building if they do not turn in a completed screening at the bus entrance, the cafeteria entrance, or library entrance
- Students must be masked when they arrive, unless they have a note from a physician stating they are unable to wear a mask

Every student or staff member should be completing a health screening prior to coming to school. Any student or staff member who does not complete a screening and comes to school with a fever in excess of 100.4* will immediately be sent home, or held in a quarantine room until pickup, and then based on interaction the building administrator and staff will decide based on CDC and Health Dept guidelines on how to handle the positive test and quarantine.

6. Testing

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

REQUIRED in PHASE 4

- Schools must cooperate with the local public health department regarding implementing

protocols for screening students and staff.

District Implementation:

- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing said student should be held in a designated isolation area
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

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).

REQUIRED in PHASE 4

- Require the use of hand sanitizer before entering the bus. Hand sanitizer must 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 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.
- Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- 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.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

- ❑ Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles 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.

District Implementation:

- Keep same bus routes
- Start the middle school and high school bus schedule 5 minutes earlier and start the elementary school bus schedule 5 minutes later to allow for more sanitation time
- Hand pumps installed on all buses- students required to sanitize before getting on the bus and before getting off the bus
- Students will be required to wear a mask to load onto the bus
 - Bus drivers can not turn students away unless they refuse to wear a mask to load the bus. If they refuse to wear a mask to load the bus, they will be turned away.
- Students will be required to have their temperature taken by the bus driver before loading the bus- if their temperature is above 100.4 degrees they can not load the bus
 - Parents should remain at Bus stop to ensure a smooth transition if the student is not allowed to board the bus due to symptoms being displayed.
 - Parents are encouraged to pre-screen their student prior to dropping them at a bus stop if not able to stay with their student.
 - Parents should identify a location the student can be taken in the event they develop symptoms.
- Keep windows on bus open as much as possible to help air out
- 2 students per seat maximum- 52 students per bus maximum- try to assign families/neighborhood students to sit together
- Bus drivers will be responsible for sanitizing the bus before their first bus run, in between every bus run, and after the last bus run
- Adjusting bus schedule so that not all of the buses are arriving at the same time to separate groups- each bus releases their students as soon as they arrive making sure that they are not releasing at the same time as another bus
 - Issue at the elementary with students being released early and teachers having to be in their classrooms to supervise beginning when the first bus unloads
- Administration will need to create a list of “quarantined students” and relay to bus drivers so students do not load the bus if they are on the list

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.

Napoleon Community Schools will keep the same structure that was established in Phase 4, when we transition to Phase 5. We will have the same weekly schedule in all buildings K-12, with our four day face to face instruction, and having a fifth day as a remote learning day. Our buildings will remain open five days a week for students who need, face to face contact, technology, or additional support. Students and families will still be able to make a choice between remote learning, and in-person learning. That commitment will be updated quarterly.

Our Phase 4 safety protocols will remain in place as we transition to Phase 5. We will follow the same procedures for cleaning, hygiene, screening, and dealing with any COVID related issues. Once we move into Phase 5, we may allow face coverings in the classroom 6-12 to be optional instead of required. If and when we get to that point, face coverings will still be required in hallways and common areas. Face covering requirements K-5 will remain the same for staff and students.

Bussing and transportation will remain the same as Phase 4. All extracurricular activities will follow the current executive order, and all athletics will follow guidelines issued by the MHSAA for all practices and competition.

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*.

STRONGLY RECOMMENDED in PHASE 5 (PPE)

- Facial coverings should 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 should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.
 - Homemade facial coverings should be washed daily.
 - Disposable facing coverings should be disposed of at the end of each day.

Recommended in PHASE 5

- Facial coverings should be considered for preK students and students with special needs in hallways and common areas.
 - Facial coverings are not recommended for use in classrooms by children ages 3 and 4.
 - Facial coverings should never be used on children under age 2.
- Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.
- Gloves are not required except for custodial staff or teachers cleaning their classrooms.

STRONGLY RECOMMENDED in PHASE 5 (Hygiene)

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students 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.
- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

Recommended in Phase 5

- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers should have scheduled handwashing with soap and water every 2-3 hours.
- Limit sharing of personal items and supplies such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.
- Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

Recommended in Phase 5 (Spacing)

- Spacing is six feet between desks to the extent that it is feasible.
- Class sizes should be kept to the level afforded by necessary spacing decisions.
- In classrooms where tables are utilized, space students as far apart as feasible.
- Arrange all desks facing the same direction toward the front of the classroom.
- Teachers should try to maintain six feet of spacing between themselves and students as much as possible.
- Post signage to indicate proper social distancing.
 - Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.
 - Provide social distancing floor/seating markings in waiting and reception areas.
 - Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
 - Post signs on the doors of restrooms to indicate proper social distancing.
- If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.
- As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.
- As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.
- Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.
- Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the

number of persons in the hallways as able.

- ❑ Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

STRONGLY RECOMMENDED in PHASE 5 (Screening)

- ❑ Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.
- ❑ Students who become ill with symptoms of COVID-19 at school should 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 sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- ❑ Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building

Recommended in PHASE 5

- ❑ Staff should conduct daily self- examinations, including a 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 should stay home.
- ❑ Any parents or guardians entering the building should wash or sanitize hands prior to entry.
- ❑ 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.
- ❑ Parents or guardians are encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.
- ❑ Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.
- ❑ Entrances and exits should be kept separate to keep traffic moving in a single direction.

STRONGLY RECOMMENDED in PHASE 5 (Testing Protocol)

- ❑ Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- ❑ Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
- ❑ Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- ❑ Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- ❑ In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates

should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

Recommended in PHASE 5

- Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.
- Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.

STRONGLY RECOMMENDED in PHASE 5 (Responding to a positive test)

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
 - Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Recommended in PHASE 5

- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.
- Cleaning staff should wear a surgical mask when performing cleaning of these areas along with gloves and face shield.

STRONGLY RECOMMENDED in PHASE 5 (Food, Gathering, Activities)

- Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

Recommended in PHASE 5

- If possible, classrooms should be used for eating in place, taking into consideration food allergies.

- If cafeterias need to be used, meal times should be staggered to create seating arrangements with six feet of distance between students.
- If possible, school-supplied meals should be delivered to classrooms with disposable utensils.
- Schools should offer telecasting of assemblies and other school-sanctioned events if able.
- Students and teachers should wash hands before and after every event.
- After-school programs may continue with the use of facial coverings.

STRONGLY RECOMMENDED in PHASE 5 (Athletics)

- Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- 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 must be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Recommended in PHASE 5

- Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.
- Handshakes, fist bumps, and other unnecessary contact should not occur.

STRONGLY RECOMMENDED in PHASE 5 (Cleaning)

- Frequently touched surfaces including lights, doors, benches, and bathrooms should 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 should 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 should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures should continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- 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 such products.

STRONGLY RECOMMENDED in PHASE 5 (Transportation)

- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should not be present when a

vehicle is being cleaned.

- 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.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

Recommended in PHASE 5

- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles 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.

STRONGLY RECOMMENDED in PHASE 5 (Vulnerable Individuals)

- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

Recommended in PHASE 5

- Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should wear an N95 mask at the time of delivery.
- Enable staff who self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.

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*.

Strongly Recommended (PPE)

- Facial coverings should 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 should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.
 - PreK-5 and special education teachers should consider wearing clear masks.
 - Homemade facial coverings should be washed daily.

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

District Implementation:

- In Phase 5 we will not require students and staff to wear facial coverings at all times in grades 6-12. Masks will remain required in hallways and common areas.

Recommended

- Facial coverings should be worn in classrooms by grades 6-12 students. Any student who cannot 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.

District Implementation:

- In Phase 5 facial coverings in the classroom will become optional for grades 6-12

Recommended (Cleaning)

- Staff should wear gloves, surgical masks, and face shield when performing all cleaning activities.

- 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**.

STRONGLY RECOMMENDED in PHASE 4 (Spacing and Movement)

- Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

Recommended in Phase 4 (Spacing and Movement)

- If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community organizations to identify safe spaces where children can engage virtually, especially if family members work and children cannot be home alone.
- Entrances and exits should be kept separate to keep traffic moving in a single direction.

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:

Jim Graham

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

Date Submitted to State Superintendent and State Treasurer: