

# **Webberville Community Schools**

## **Covid 19 Preparedness and Response Plan**

(EO 2020-142 District Preparedness Plan)

08/5/20

**Name of District:** Webberville Community Schools

**Address of District:** 309 East Grand River Ave.

**District Code Number:** 33220

**Web Address of the District:** [www.webbervilleschools.org](http://www.webbervilleschools.org)

**Name of Intermediate School District:** Ingham Intermediate School District

### **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.

## Assurances

The Webberville Community School District commits to implement the following as outlined in the Governor's Executive Order 2020-142.

- 1) The District assures that when it provides in-person instruction to its students without disabilities, the district will also provide in-person instruction to its students with disabilities, consistent with their individualized education plans.
- 2) The District assures that when schools are closed to in-person instruction, the district will 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 includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- 3) The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it will 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.
- 4) The District assures that it will, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students in light of the school closures during the 2019–2020 school year.
- 5) The District assures that during Phase 1, 2 or 3 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.
  - d) The District assures that during Phase 1, 2, or 3 it will suspend athletics, after-school activities, inter-school activities, and busing.
  - e) The District assures that during Phase 1, 2 or 3 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.
  - f) The District assures that during Phase 4 it will prohibit indoor assemblies that bring together students from more than one classroom.

*Strongly Recommended from the Michigan Return to School Roadmap*

- 6) Facial coverings should be considered for K-5 students and students with special needs in classrooms.
- 7) Facial coverings should be considered for pre-K students and students with special needs in hallways and common areas.
- 8) Facial coverings are not recommended for use in classrooms by children ages 3 and 4.

- 9) Facial coverings should never be used on children under age 2.

## **Guiding Research**

### **Primary Research and Guidance**

- MI Safe Schools: Michigan's 2020- 21 Return to School Roadmap
- General Education Leadership Network (GELN) Back to School Plan - Version 1.0 "Do First"

### **Secondary Research Support & Resources**

- NIET Planning Guide
- TNTP Reimagine Teaching
- Crosswalk of Roadmap, TNTP and NIET planning guides
- EAB Resource Center and EAB Webinar
- K-12 District Reopening Checklist - Hanover Research and Washington Association of School Administrators
- Transcend Playbook of Tools and Guidance
- Hanover Research: Offline Equity Best Practices
- Michigan State University - Reopening Schools During the COVID-19 Pandemic An Overview of Guidance for School Districts
- Other State Resources:
  - Considerations for Reopening School (Ohio)
  - Re-Entry and Reopening of Schools (Missouri)
  - Guidance for Social Distancing in Schools (Minnesota)
  - Recovery Plan for Education (Maryland)
- Opportunity Labs - State Level Projects
  - Launch Nebraska (Nebraska)
  - Path to Recovery for K-12 Schools (Georgia)
  - Roadmap for Opening Schools (Arizona)
- MIOSHA Safe Work Protocols

# **Webberville Community Schools**

## **Safety Protocols - Phase 1-3**

The safety protocols below are from the MI Safe Schools Roadmap

### **Required Personal Protective Equipment**

- Schools are closed for in-person instruction
- Teachers who are designated to work in the school buildings, providing remote live instruction, will adhere to the District guidelines for PPE while in the building.

### **Spacing, Movement, Access**

- Schools are closed for in-person instruction.
- School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.
- School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administration.

### **Food Service**

- During virtual learning all students will have the option to have breakfast and lunch delivered to them. These will be sack lunches and will meet all school food guidelines. Parents/guardians will need to fill out a form with all the information needed to have meals delivered. The cost of the meals will follow the schools pricing (free, reduced (breakfast .30, lunch .40), and full pay (breakfast \$1.50, elementary lunch \$2.85, MS/HS \$3.15). Parents will need to fill out a form and return it to the kitchen staff if they wish cancel their food service.

**\*ALL FOOD SERVICE EMPLOYEES WILL BE REQUIRED TO WEAR A MASK AND PERFORM A DAILY HEALTH SCREENING.**

### **Assemblies, Extra-curricular**

- All inter-school activities are discontinued.
- After school activities are suspended.

# **Webberville Community Schools**

## **Safety Protocols - Phase 4**

The safety protocols below are from the MI Safe Schools Roadmap

### **Required Personal Protective Equipment for in-person instruction**

- Facial coverings will be worn by staff except for eating and drinking. Facial coverings may be homemade or disposable 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 face coverings.
  - 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 pre K-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 pre K-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.
  - Students who are medically unable to wear a mask must have a signed release, including a doctor's signature, on file with the District.
- 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 K-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.
  - Students K-5 must wear a mask in the classroom if social distancing of six feet is not possible due to class size and limited classroom space.

### **Summary**

- K-5 students must wear a mask when they are on the bus and in any other space than in their assigned teacher's classroom, except for meals. Any student who is medically unable to tolerate a mask must have a completed PPE Waiver on file with the district.
- 6-12 students must wear a mask from the time they enter a school bus or building until the time when they exit the bus or building, except for during meals. Any student who is

medically unable to tolerate a mask must have a completed PPE Waiver on file with the district. Outside mask breaks may be permitted as space and weather permits.

- Staff are required to wear coverings at all times except for during meals. Any staff member who is medically unable to tolerate a mask must have a completed PPE Waiver on file with the district. Outside mask breaks may be permitted as space and weather permits.

PPE Waiver shall be completed by parent/guardian and signed by the student's doctor.

## **Handwashing and Hygiene**

- Students and staff will wash/sanitize their hands upon entering their classroom at the beginning of the day.
- Students and staff will cough/sneeze into their elbows or cover with a tissue. Used tissues will be thrown in the trash and student/staff will wash hands immediately.
- Students and staff will wash/sanitize their hands before and after meals.
- Students should not share personal items (pencils, markers, etc...) with other students. Personal items should be kept separate from other students. If sharing occurs, students shall wash/sanitize their hands immediately and the shared item shall also be cleaned.
- Handwashing for at least 20 seconds is significantly more effective at preventing the spread of infectious disease. Students and staff will be provided ample opportunity to adequately wash their hands at least 3 times each day. Hand sanitizing stations have also been added to school building hallways and provided in each classroom and office.

## **Summary**

- All students and staff will wash/sanitize their hands upon entering their classroom at the beginning of the day, before and after eating, and at minimum one more time during the afternoon.
- All students and staff will wash/sanitize their hands immediately after sneezing, coughing, or using the restroom. Students and staff will use a tissue or their elbow to cover their mouth when coughing and/or sneezing.
- Sharing of personal items is not recommended. When sharing occurs, materials will be sanitized and students will wash/sanitize their hands as soon as possible.

## **Spacing, Movement, Access**

- Entrances and exits will be limited at each building. As possible, students and staff shall use up to two entrances and exits during the school day.
- Desks and tables will be placed as far apart as possible, dependent on the room size and the number of students in the classroom.
- Student desks/tables, as feasible, will face the same direction in the classroom.
- Signage and floor marking will be placed to indicate proper social distancing in common areas (hallways, restrooms, cafeteria, common areas).
- Family members and other guests are not allowed in the school building except for extenuating circumstances and approved by the District or Building leadership.
  - Guests entering the building will be screened for symptoms, wear a face covering, and wash/sanitize prior to entering.



- Refusal to adhere to screening, face coverings, and or sanitizing prior to entering may result in removal from the building.
  - Records of non-school personnel or other visitors will be maintained in the building office.
- Students congregating before, during, and after school is strongly discouraged. Students should go directly to their classroom upon entering the building and exit the building immediately at the end of school. Students should limit their time in the hallway during passing time.
- Elementary specials will be taught in the classroom as feasible. When students must move to another classroom, the specials classroom will be disinfected before the next class can enter and students will wash/sanitize into and out of the classroom.

### **Summary**

- Spacing in classrooms and hallways will be maximized to the greatest extent possible.
- Visitors will only be permitted with permission from the District or Building leadership, and must complete a screening, wear a mask, and wash/sanitize before entering the school.

## **Cleaning**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will be cleaned at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will be cleaned after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period or change in cohort.
- Playground structures will continue to undergo normal routine cleaning.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.
- Additional staff will be added to the day shift to clean frequently touched surfaces.

### **Summary**

- Frequently touched surfaces will be cleaned at least twice daily with less than four hours between cleaning.
- Classroom surfaces (student desks) and shared tools (computers, art supplies, etc) will be cleaned after every class period and /or between cohorts.
- Playground structures will continue to be cleaned according to the normal cleaning schedule.

## **Athletics**

- Compliance 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, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the “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.

### **Summary**

- The district will adhere to the guidelines published by the MHSAA and NFHS.

### **Bussing/Student Transportation**

- Students and staff will use hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades pre K-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 shall be made on a case-by-case basis with local public health officials.
- Transportation vehicles shall be cleaned and disinfected before and after every transit route. Children shall not be present when a vehicle is being cleaned.
- 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) shall be cleaned and disinfected 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.
- Students will be screened as they board the bus, if they exhibit symptoms they will be sent back to the house if a guardian is available or to the Spartan Support room if a guardian is not available. Follow up phone contact will be made by the bus driver and/or the office staff. Bus drivers will report all students that fail a screening procedure to the building office.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined in the Screening Students and Staff section. If a driver becomes sick during the day, they must follow protocols for sick staff outlined below and must not return to drive students until they have been medically cleared to return to work.

- 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.

### **Summary**

- All students and staff will be required to wear a mask unless they are medically unable to do so and have a waiver on file.
- All surfaces will be cleaned and disinfected at least twice daily (prior to morning and afternoon routes)
- All students and staff will be required to use hand sanitizer before entering the bus.

### **Food Service**

- Virtual Learners
  - Meals will continue to be provided for virtual learners at the parents/guardians request.
  - Elementary breakfast will be offered to each classroom at the beginning of the school day. If your child/children are late and want breakfast they will have to come to the kitchen to get it.
  - MS/HS breakfast will be available from 7:30-7:55 AM. Students will enter from the hallway where they will receive a grab and go breakfast. All students will be required to stay 6 feet apart while entering the kitchen. We highly recommend all students carry their school ID on them, so they can do a no touch scan to bring up their account. All students must wear a mask through the kitchen area. Students will be allowed to eat in their classroom or in the cafeteria. The cafeteria will have tables 6' apart with only 2 chairs per table. All tables and chairs will be sanitized between usage.
- Face-to-Face Elementary Lunch
  - Two classrooms at a time will report to the multi-purpose room. Students will be required to wear a mask to and from the cafeteria. Tables will be set up 6 feet apart with only 2 chairs at each table. Students will be able to clean up but must return to their table and wait to be dismissed. Tables and chairs will be sanitized and ready for the next group. A seating chart may be put in place.
- Face-to-Face MS/HS Lunch
  - Students will enter through the MS gym to help keep down the line in the hallway. This will allow them to keep 6' apart during their wait. All students must wear a mask to and from the kitchen. They will move through the serving line in one direction. Meals will be put on the tray for all students. All students should bring their student ID cards to use the touchless keypad. Students will enter the cafeteria where tables will be set up 6' apart, and only two chairs per table. All tables and chairs will be sanitized after each use.
- \*Some classes may dismiss a little early to help with social distancing.
- \*ALL FOOD SERVICE EMPLOYEES WILL BE REQUIRED TO WEAR A MASK.

### **Assemblies, Extra-curricular**

- Indoor assemblies with more than one classroom are prohibited.
- Recess should include appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.
- Extracurricular activities may continue with use of face coverings for all participants.

## **Summary**

- Assemblies and large gatherings (50 or more) are prohibited.
- After school and extracurricular activities may continue if all participants wear coverings.

## **Screening Students and Staff**

- Prior to students starting the school year, parents will be required to complete an assurance [COVID-19 Parent Verification and Acknowledgement](#) document indicating that, to the best of their knowledge, their child does not have COVID-19, has not been exposed to someone with COVID-19, and does not have any current symptoms. They will also agree to abide by the expectations for the learning venue that they select.
- Parents and/or students will be required to complete a daily screening procedure.
- At the start of each day, and throughout the day, staff will visually and verbally screen students for symptoms of COVID-19.
- Students and staff displaying symptoms of COVID-19 will be referred to the health officer and sent to the Spartan Support Room (infirmary) for further screening.
  - Students and staff will be placed in a quarantine area, have their temperature checked, and be asked a series of questions related to their symptoms.
    - Students will be required to wear a mask in the quarantine area.
  - Parents will be contacted for extended discussion about the symptoms and potential exposure to COVID-19.
  - Symptomatic students and staff will be sent home until they have been symptom free for 24 hours or have been tested and received a negative result for COVID-19.
- Students and staff who exhibit symptoms of COVID-19 (any respiratory or gastrointestinal symptoms or temperature of 100.4 or greater, should stay home. Daily checks for symptoms is expected.
- When in doubt, students and staff should remain home from school and follow up with their physician. When in doubt keep them out. We will work with families and adjust the attendance policies as needed related to COVID-19.

## **Summary**

- Students and staff will be screened daily for any signs or symptoms of COVID-19.
- Students or staff who exhibit symptoms of COVID-19 will be isolated, checked, and sent home until they are symptom free for 24 hours or have a confirmed negative test result for COVID-19.
- Students and staff should stay home if they have any symptoms, including cough or shortness of breath, and follow up with a medical professional.

## **Testing Protocols for Students and Staff and Responding to Positive Cases**

- The District will cooperate with the Ingham County Health Department regarding protocols for screening students and staff. Additionally, the Ingham County Health Department and CDC will be consulted in the event that a student or staff member contracts COVID-19 during the school year.

- Students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and be transported for off-site testing.
- Symptomatic students and staff sent home from school shall remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families shall 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 shall 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.
- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.
- School office staff will track the students and staff who have a positive COVID-19 test.

### **Summary**

- Students and staff who develop symptoms at school will be quarantined and must be symptom free (without medication) for at least 24 hours or have a negative COVID-19 test result and are cleared to return to school by a physician.
- Families shall be notified of a positive COVID-19 result in the classroom and/or school.
- Students and staff who spent more than 15 minutes, less than six feet from the student or staff member who tested positive will be quarantined for 14 days from school. Testing is only required if symptoms develop for an individual student or staff member.

### **Responding to Positive Tests Among Staff and Students**

- The District will cooperate with the Ingham County Health Department and the CDC if a confirmed case of COVID-19 is identified. In addition, the District will collect the contact information for any close contacts of the affected individual from two days before symptoms to the last time the student or staff member was present at the school.
- The District shall 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.
- The District will 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.
- Cleaning staff shall wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

### **Summary**

- The District will cooperate with the Ingham County Health Department and CDC to ensure the safety of students and staff and mitigate the spread of communicable disease.

## **Medically Vulnerable Students and Staff**

### ***Strongly Recommended from the Michigan Return to School Roadmap***

1. Staff should 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 update their care plans as needed to decrease their risk for exposure to COVID-19.

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

- Identify all health care plans, IEPs, IFSPs, and 504 plans
- Knowledgeable staff (e.g., special education staff, 504 coordinator) will review plans to identify those that require additional accommodations related to COVID-19. Consult CDC guidelines. For example, there are exemptions to wearing face coverings for students with certain conditions. Update plans as needed.
- Any staff member identifying as medically fragile can schedule a meeting with the administration to discuss options for reasonable accommodation and consideration.

## **Mental & Social-Emotional Health**

### ***Strongly Recommended from the Michigan Return to School Roadmap***

1. Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and

transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.

2. Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
3. Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care.
4. Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.
5. Establish a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
6. Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
7. Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
8. Provide resources for staff self-care, including resiliency strategies.
9. Leverage MDE resources for student and staff mental health and wellness support.
10. Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).

## **Webberville Community Schools Safety Protocols - Phase 5**

The safety protocols below are from the MI Safe Schools Roadmap

### **Handwashing and Hygiene**

- Students and staff will be encouraged to wash/sanitize their hands regularly throughout the day.
- Students and staff will cough/sneeze into their elbows or cover with a tissue. Used tissues will be thrown in the trash and student/staff will wash hands immediately.
- Students and staff will wash/sanitize their hands before and after meals.
- Students should not share personal items (pencils, markers, etc...) with other students. Personal items should be kept separate from other students. If sharing occurs, students shall wash/sanitize their hands immediately and the shared item shall also be cleaned.
- Handwashing for at least 20 seconds is significantly more effective at preventing the spread of infectious disease. Students and staff will be provided ample opportunity to adequately wash their hands at least 3 times each day. Hand sanitizing stations have also been added to school building hallways and provided in each classroom and office.

### **Summary**

- All students and staff will wash/sanitize their hands regularly.
- All students and staff will wash/sanitize their hands immediately after sneezing, coughing, or using the restroom. Students and staff will use a tissue or their elbow to cover their mouth when coughing and/or sneezing.
- Sharing of personal items is not recommended. When sharing occurs, materials will be sanitized and students will wash/sanitize their hands as soon as possible.

### **Cleaning**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will be cleaned nightly with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period or change in cohort.
- Playground structures will continue to undergo normal routine cleaning.

### **Summary**

- Classroom surfaces will be cleaned nightly.
- Playground structures will continue to be cleaned according to the normal cleaning schedule.

### **Athletics**

- Compliance 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.
- Spectators are allowed provided they observe all guideline provided by the MHSAA and the State of Michigan.
- 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 are not encouraged.
- Large scale indoor and outdoor spectator or stadium events are limited by state guidelines.

### **Summary**

- The district will adhere to the guidelines published by the MHSAA, NFHS and the State of Michigan.

### **Screening Students and Staff**

- The district will continue to screen students and staff as needed using protocols in the previous Phases.

### **Summary**

- Students and staff will be screened daily as needed.



## **Responding to Positive Tests Among Staff and Students**

- The District will respond to positive test results using the protocol from Phase 4.

### **Summary**

- The District will cooperate with the Ingham County Health Department and CDC to ensure the safety of students and staff and mitigate the spread of communicable disease.

## **Testing Protocols for Students and Staff and Responding to Positive Cases**

- The District will continue to cooperate with the Ingham County Health Department regarding protocols for screening students and staff.

## **Bussing/Student Transportation**

- Transportation vehicles shall be cleaned and disinfected regularly.
- 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.

## **Food Service**

- Virtual Learners
  - MS/HS breakfast will be available from 7:30-7:55 AM.
  - The facilities will be cleaned regularly.
- Face-to-Face Elementary Lunch
  - Students will be able to clean up but must return to their table and wait to be dismissed. Tables and chairs will be sanitized between lunches and at night. A seating chart may be put in place.
- Face-to-Face MS/HS Lunch
  - Students will be able to clean up but must return to their table and wait to be dismissed. Tables and chairs will be sanitized between lunches and at night. A seating chart may be put in place.

## **Assemblies, Extra-curricular**

- We will limit the number of large group activities that the students participate in during the school year.
- We will follow the state guidelines for large group assemblies.

## **Spacing, Movement, Access**

- Student movement will be adjusted to limit the amount of interaction between the student body. Family members and other guests will be limited. Guests entering the building will be screened prior to moving about the building.

- Records of non-school personnel or other visitors will be maintained in the building office.
- Students congregating before, during, and after school is strongly discouraged. Students should go directly to their classroom upon entering the building and exit the building immediately at the end of school. Students should limit their time in the hallway during passing time.

### **Summary**

- Spacing in classrooms and hallways will be encouraged when possible.
  - Visitors will be permitted with permission from the administration.
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*.

### **Hygiene Strongly Recommended**

1. 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).
2. 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.
3. 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.
4. Students should wash their hands or use hand sanitizer after changing any classroom.
5. Phase 5 in the students should wash their hands or use sanitizer every time they enter a new classroom.

### **Screening Students, Staff, and Guests Strongly Recommended**

1. Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.
2. 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.
3. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
4. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

### **Testing Protocols for Students and Staff and Responding to Positive Cases Strongly Recommended**

1. 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.
2. 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.
3. 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.
4. 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.

### **Responding to Positive Tests Among Staff and Students Strongly Recommended**

1. 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.
2. 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 situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
3. 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).
4. 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.

### **Food Service, Gathering, and Extracurricular Activities Strongly Recommended**

1. Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
2. Students, teachers, and cafeteria staff wash hands before and after every meal.
3. 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.
4. If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

### **Athletics Strongly Recommended**

1. 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.
2. 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.
3. All equipment must be disinfected before and after use.
4. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
5. Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

### **Cleaning Strongly Recommended**

1. 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.
2. 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.
3. Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every day.
4. Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
5. Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
6. 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.

### **Busing and Student Transportation Strongly Recommended**

1. Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
2. Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
3. 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) daily.
4. Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
5. Create a plan for getting students home safely if they are not allowed to board the vehicle.

6. If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
7. If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

### **Medically Vulnerable Students and Staff Strongly Recommended**

1. 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.
2. 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.

### **Transportation Strongly Recommended**

1. The district will assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).
  2. The district will survey bus drivers to understand the extent of high-risk populations.
  3. The district will implement bus procedures for bus drivers and students that are informed by public health protocols.
  4. The district will encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.
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3. 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*.

Face coverings will be encouraged, but optional unless required to be worn.

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 district does not plan to exclude any of the highly recommended protocol while in Phase 4.

## **Webberville Community Schools Safety Protocols - Phase 6**

The safety protocols below are from the MI Safe Schools Roadmap

We will continue the use of personal hygiene and handwashing

We will continue our nightly cleaning regiment.

We also plan to continue our blended instruction format to supplement students learning while they are at home.

**Approved August 10, 2020**

**Link to the Board Meeting Minutes or Signature of Board President:**

**Link to the approved Plan posted on the District website by August 17, 2020:**

**Webberville Community Schools**

**Date Received by the ISD Administrator: August 15, 2020**

**Date Submitted to State Superintendent and State Treasurer: August 17, 2020**