

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: Whitefish Township Community Schools

Address of District: 7221 North M-123, Paradise, MI 49768

District Code Number: 17160

Web Address of the District: whitefish.eupschools.org

Name of Intermediate School District: Eastern Upper Peninsula ISD

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

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

Preparedness Plan Assurances

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

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

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

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

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

Whitefish Township Community Schools will enact the following measures when Region 8 is in phase 1, 2, or 3 of the Michigan Safe Start Plan:

- The school will be shut down to in-person instruction and all students will be given Chromebook devices, textbooks, and mobile Hot Spots that have been purchased.
- The staff will be allowed to enter the building to prepare lessons and make copies of materials but they will have to follow strict guidelines of checking in, temperature recording, noting the time that they are in the building and the time that they leave the building, sanitizing all common areas that they are in, and making sure all procedures are followed and recorded.
- Staff will establish three days of online instruction per week, per class for a minimum of 30 minutes with each student. These online instructions will occur in Google Classroom and utilize Google Hangouts as a way to video conference with the students. At least one class a week will utilize video conferencing.
- All special education students will be met weekly by their case manager on their IEP and accommodations and recommendations for changes to their instruction will be documented by the IEP Team and reported to individual teachers for compliance. A detailed list of these accommodations and changes will be recorded by all of the teachers and collected bi-weekly by the IEP case manager.
- Students will be delivered meals bi-weekly in a manner that does not cause an influx of travel or an issue with receiving the meals. Meals will be given to all students in the following manner: 1 breakfast and 1 lunch per day of the week per student (7 breakfast and 7 lunches per week to each student)
- Students will be given individual wrapped supplies (i.e. crayons, glue, workbooks, pencils, lined paper, and other miscellaneous school supplies) on a bi-weekly basis.
- All instruction will be done online with assignments turned in online via Google Classroom or throw email.

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.

Whitefish Township Community Schools will implement the following policies and procedures in regard to face coverings, when region 8 is in Phase 4 of the Michigan Safe Start Plan:

- All students and staff will be provided a mask daily: these masks will be purchased by the school through donations and will be given out to the students accordingly. Masks will range from neck scarves, to handmade, sewn, and surgical masks. Students and staff will be given a new mask daily.
- All students and staff will be provided a mask after their temperature is recorded and before entering the school buses. The masks will be required to cover their nose and mouth for the duration of the ride.
- Once at school, after temperatures are recorded, all students will proceed to immediately to their first hour classrooms where their breakfast will be waiting and where they will be instructed to eat and then remask.
- All K-12 students and staff are required to wear a mask that covers their mouth and nose for the duration of the school day. The only exception to this is when they are eating breakfast or lunch.

2. **Hygiene**

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

Whitefish Township Community Schools will follow the policies and procedures listed below for hygiene requirements:

- All students and staff will wash their hands or use hand sanitizer upon entering the school building. Hand sanitizer is over 60% alcohol content and is located in all of the classrooms and common areas.
- All students and staff will use hand sanitizer or wash their hands prior to leaving one classroom and going into another.
- All students and staff will use hand sanitizer or wash their hands upon entering a new classroom.
- Doors, desks, and commonly touched surfaces will be wiped down at the end of each class period before the next class comes in by the teachers.
- The school will be sanitized nightly and all the surfaces that are commonly located will undergo electrostatic cleaning and UV light cleaning.

3. **Cleaning**

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

Whitefish Township Community Schools will clean and sanitize the school nightly. More so, the desks, chairs, and commonly touched objects throughout the day will be wiped down with disinfectant wipes prior to a new cohort of students entering the classroom.

Students will be arranged into cohort for traveling from class to class and kept with generally the same group of students.

Students and staff will make sure that all areas of the school are cleaned and free of paper before leaving at night so electrostatic and UV cleaning can occur in each classroom and common area.

4. **Athletics**

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

All athletics at Whitefish Township Community Schools will follow MHSAA guidelines and the following procedures put forth by our Board of Education.

1. All coaches will record temperatures of student athletes before practice
2. All coaches will disinfect all of the commonly used materials.
3. If the sport involves a ball, all players will be assigned their own ball.
4. All players will be assigned their own water bottle.
5. Before traveling to and from a game, all temperatures will be recorded, and symptom checklists will be used.
6. All indoor athletics will be postponed during phase 4 and team activities will need to follow strict cleaning and sanitizing guidelines.
7. Any outdoor activities will require any spectator to wear a mask
8. All fist bumps and handshakes will not occur.
9. Crowds will be limited to 100 people maximum for outdoor activities.

5. **Screening**

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

Whitefish Township Community Schools will follow the guidelines below as approved by our Board of Education:

1. We will cooperate with the local health department (Chippewa County Health Department) in implementing protocols for screening students and staff.
2. Establish a quarantine area and a staff person (Superintendent) to care for students who become ill at school.
3. Students with COVID-19 symptoms will be placed in quarantined area with a mask and picked up by a family member. They will not be able to return to school until a negative test returns to the school.
4. Students and staff will have their temperatures taken and recorded everyday before entering the school building or buses. Students or staff with a temperature greater than 99.9 degrees will be asked to stay home from school for the day and connect virtually.

6. Testing

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

Whitefish Township Community Schools will follow the guidelines below as approved by our Board of Education:

1. We will cooperate with the local health department (Chippewa County Health Department) in implementing protocols for testing our students and staff.
2. Students that become ill at school will be placed in our quarantined room and parents will be contacted to pick them up in a timely manner.
3. All students and staff will be required to wear a mask at all times.
4. Staff that become ill at school will be relieved of their duties and transported to have a test performed.
5. The school will be sanitized each night and in between each class cohort change.
6. When a negative test is returned to the school about a staff or student, this will be shared with our stakeholders.
7. When a positive test is returned to the school, we will begin contact tracing and notifying parents and guardians of students that may have been exposed. We will keep those students connected virtually to school for 14 days and we will deep clean the school at the earliest possible chance.

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).

Whitefish Township Community Schools will follow the steps below as developed by our staff and Board of Education:

1. Hand sanitizer will be provided to each student and staff member before entering the bus.
2. Their temperatures will also be taken and recorded. (temperatures above 99.9 degrees will not be allowed on the bus and asked to connect remotely for the school day) and will have their parents waiting for them.
3. All students and staff will be required to wear a mask that covers their mouth and nose at all times, sit in their assigned seat with their family members and maintain appropriate posture in those seats (on their bottom, facing forward)
4. Once the students are dropped off, the bus driver will thoroughly clean and sanitize all areas of the bus.
5. Windows will be left open in an effort to help “freshen” the bus up in between runs.
6. Windows will be left open during travel in an effort to help increase air circulation.
7. If a student or staff member get sick during the school day, they will be transported by a parent or family member and not with the rest of the population of students on the buses.

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.

Whitefish Township Community Schools will follow the guidelines below as set forth by our Board of Education when region 8 is in phase 5 of the MI Safe Start Plan:

1. All of the protocols that have been established for phase 4 will be carried over to phase 5.
2. Facial coverings will be required by all students and staff at all times when in common areas or outside of their classrooms.
3. Hygiene practices will continue to be taught and implemented.
4. Cleaning and sanitizing will continue at the same rate as we had in phase 4.
5. Screening and Testing procedures will continue as they did in phase 4.
6. Athletics will be allowed to have indoor practices and games barring everyone inside that is a coach or spectator wears a face covering and it will be limited to 50 people maximum.
7. All students and staff will have their temperature recorded before getting on the school bus and will be given hand sanitizer and be required to wear a face mask that covers their mouth and nose and sit in assigned seats.

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*.

Whitefish Township Community Schools will follow the guidelines below as set forth by our Board of Education when region 8 is in phase 5 of the MI Safe Start Plan:

1. All of the protocols that have been established for phase 4 will be carried over to phase 5.
2. Facial coverings will be required by all students and staff at all times when in common areas or outside of their classrooms.
3. Hygiene practices will continue to be taught and implemented.
4. Cleaning and sanitizing will continue at the same rate as we had in phase 4.
5. Screening and Testing procedures will continue as they did in phase 4.
6. Athletics will be allowed to have indoor practices and games barring everyone inside that is a coach or spectator wears a face covering and it will be limited to 50 people maximum.
7. All students and staff will have their temperature recorded before getting on the school bus and will be given hand sanitizer and be required to wear a face mask that covers their mouth and nose and sit in assigned seats.

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*.

The only change would be allowing indoor athletics to take place with a small crowd as long as all members of the crowd and coaches have face coverings.

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

No, Whitefish Township Community Schools will follow all of the recommended and strongly recommended ideas set forth by the MI Safe Start Return to School Roadmap.

Final Steps for Submission

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:

7/15/2020

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

<https://whitefish.eupschools.org/Page/202>

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

<https://whitefish.eupschools.org/Page/1>

Name of District/PSA/Nonpublic Leader Submitting Plan:

Whitefish Township Community Schools

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

Date Submitted to State Superintendent and State Treasurer: