

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7.30.2020

Name of District: Vestaburg Community School

Address of District: 7188 Ave. B, Vestaburg Mi, 48891

District Code Number: 59150

Web Address of the District: www.vcs-k12.net

Name of Intermediate School District: Montcalm 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 payment 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.

Planning and Participation:

Vestaburg Community School formed a representative committee of teachers, administrators, directors, and support staff to lead the planning and implementation of this plan. In addition, both parents and staff were surveyed in regard to their concerns and preferences regarding this plan and the 2020-20 school year. In addition, the district has worked closely with other local school districts and the Mid-Michigan Health Department in the formation of this plan.

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.

Per the 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 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.

VCS will implement Virtual and Distance Learning for the first 6 weeks of school. This will be reevaluated at the September 14, 2020 board meeting. However, this plan will be implemented fully if and when face to face instruction is implemented. In the meantime, students will have the option of Virtual or Distance Learning. VCS is a one to one technology district. Students without internet access will be provided a wifi hotspot.

VCS will implement multiple learning platforms and programs for our students. These include Virtual learning, Distance Learning, and face to face instruction.

Virtual Learning: High School Students (grades 7-12) wishing to participate in a fully virtual curriculum will participate in courses using the Edgenuity Curriculum and Learning Platform. The Elementary (grades K-6) will use the online curriculum and learning management platform Kickstand. The curriculum is completely online and the pacing is determined by the student. All assessments and instruction are provided by the online platform. Students will be assigned a VCS mentor teacher to communicate with and that will work to make sure the student is keeping up with the expected pacing, answer questions, and engage in meaningful two-way communication. This is available to any student that chooses this program K-12. The program includes a rigorous, standard-based curriculum, mentor teacher support, and all services provided by VCS, including special education and Title Support. Students that sign up for this program are going to be expected to complete a semester before transferring back to face to face or distance learning. Exceptions may be granted by Administration. Students choosing to start the year in face to face instruction to start the year will have until October 1, 2020, to switch to the virtual program. Attendance will be monitored, however, students will have the flexibility to complete assignments and the curriculum at the time of day that best fits their schedule. For example, students in daycare may need to participate in the evenings.

Distance Learning: This occurs when either the school or classroom is shut-down and face to face is not allowed, or a student becomes ill and cannot attend class. This is also the mode of instruction for phases 1-3 of the state back to school plan. This is a combination of virtual lessons and curriculum, as well as, teacher-provided instruction, assignments, and communication. Lessons may be presented by the teacher through Zoom or Virtual meetings. The learning management system, Kickstand for K-6, or Schoology for 7-12, will be the same whether in Distance Learning or Face to Face instruction. Some of the virtual curricula from the online platforms may/will be incorporated in this phase.

Face to Face: This is when students are physically in the classroom for instruction with the requirements and plan as presented in this document. Students will still be using the learning management system during this phase of instruction under the direct instruction of the teacher. This is a 5 day a week, full-day program. Should face to face instruction be postponed, the students will move to Distance Learning immediately.

Additional information for all modes of instruction:

- The Elementary will use the online curriculum and learning management platform Kickstand, in grades K-6. This learning management system will also be used as a platform for distance learning. Distance learning will consist of a combination of the online curriculum and activities and teacher lead instructions, guidance, and assignments.
- Grades 7-12 will continue to implement the learning management platform, Schoology, to deliver both distance and in-person learning. Students wishing to participate in a fully virtual curriculum will participate in courses using the Edgenuity Curriculum and Learning Platform.
- Staff will be working and teaming by grade levels and subject areas to plan lessons and units.
- The implementation of these platforms will allow for a consistent, standards-based learning platform and curriculums for all of the different learning modes, virtual, distance, and face-to-face learning. In addition, each of these platforms will allow for continued two-way communication, attendance, and pacing tracking for teachers and students.
- The district is a one to one technology district. Every student will be provided a Chromebook to use to access the online materials and resources. The district is partnering with other local agencies and groups to provide internet access to those that need it, including the option of adding internet hotspots to busses that can be placed in areas of need. Students that still need extra support will be allowed to access the paper and pencil versions of these resources. These access points will be continually posted and updated on the school's website, social media platforms and the district's alert phone program, SwiftReach.
- The district will 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.
- The district will systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, 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 and ensure that their needs and plans are adjusted appropriately, as well as, ensuring that all plans are followed.
- Students who need to identify as "high risk/compromised immune systems " for severe illness from to COVID-19 may decide to move their learning to the VCS Online platform to learn from home.

Mental Health:

The district Mental Health and Awareness team will be working with staff and students to provide emotional and mental health support via Telemed, Zoom, Google Meet, and telephone communications. The district has several programs and staff members to support our students including, School Social Workers, Counselor, 31N Social Worker through Montcalm Care Network, and Telemed services in conjunction with Spectrum Health.

Preschool Program: Vestaburg Community School Preschool Return to Learn Plan

This PreK Return to Learn Plan was created using the information provided by the CDC, LARA, K-12

RoadMap, and MAISD guidelines . MDE has not provided schools with any specific GSRP guidelines. When/if they do this plan may be revised. Attached you will find the LARA Child Care Re-Opening for specific details. This is a live document that is updated as new information is released. Funding/budgeting information has not been released. It is anticipated that these funds may arrive in early October. Many schools within our county are proceeding with preschool at this time.

Student Count (as of 8/10/20)

- 4 year olds - 26
- 3 year olds - 4
- We will only run this program if we are in person. The earliest start date would be October 5, 2020.

Pickup/Drop-off

1. Parents are not permitted to enter the building as directed by the VCS plan.

Arrival - Bus at 7:50 am

Arrival - Parents at 8:15 am

- All drop offs and pickups will occur in the south parking lot.
- Parents will remain near cars, parents will remove child from safety seat and staff members will gather students upon arrival

- Preschool will use the outside door in their wing.

- Upon arrival all students will go directly to wash their hands with a 20 second timer.

Pickup - Parents at 2:30 pm

Pickup - Bus at 3:00 pm

- They will have all vehicles removed from the parking lot prior to bus arrival.

- Parents will remain near cars - staff members will drop off students to vehicles, parents will put child in safety seat

Screening

1. In accordance with LARA guidelines, all preschool children MUST have a health screening upon entering the classroom.

a. This includes;

i. Temperature check by teacher or associate teacher

ii. Visually check the child for signs of illness, including flushed cheeks, rapid or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

iii. Ask Parents for symptoms and not rely on the children due to age. (This will be completed through text communication for those that ride the bus.)

1. Has your child been in close contact with a person who has COVID-19? (If yes, the family should self-quarantine for 14 days.)

2. Has your child felt unwell in the last 3 days? (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste of smell, sore throat, congestion or runny nose, rash, nausea or vomiting, and/or diarrhea)

3. In accordance with LARA guidelines, all preschool staff MUST have a health screening prior to arriving at work. Staff will use the VCS health screening.

a. This includes;

i. Temperature check (if at/over 100.4 must be sent home)

ii. Wellness Screen

4. Students who become ill at school will follow the VCS plan. They will be isolated and be picked up from parents.

Social Distancing / Masks

1. MAISD Early Childhood Specialist will be coming in and helping with classroom set up guidelines for

- 10+ students (LARA strongly recommends 10 students. "While smaller groups sizes are strongly recommended, providers may continue to follow licensing guidelines for group size" LARA pg. 8).
2. Classroom set up will include social distancing (6 ft between student desks)
 - a. All large group areas are being replaced with small group areas where social distancing can occur.
 3. Lockers may be used for Preschool following social distancing guidelines.
 - a. No sharing of lockers.
 - b. No gathering of students near each other - staggered locker times
 4. Masks will be required for all staff members at all times. A clear shield may be used for some instructional purposes.
 5. Masks are strongly encouraged/recommended for all children at all times, however, only required when they are in hallways, transport times (to and from bus), and on the bus.

Cleaning

1. Classroom surfaces must be cleaned with the 3 step sanitation process
 - a. Prior to students arriving each morning
 - b. After student use (leaving small group areas)
 - c. Prior / after meals
2. Classrooms require a deep clean every night
3. Trash cans must have NO LIDS and need to be dumped after each meal

Meal Time

1. All meals must be in the classroom.
2. No family style meals, common serving of meals - all meals will be delivered prepared from the cafeteria
3. Children and Adults must wash their hands before and after meals (with a 20 second timer)

Rest Time

1. Cots need to be social distance (6 ft apart)
2. Bedding must be washed daily - this will be done at school.
3. No soft comfort items (blankies, stuffed animals, etc)

Bathrooms

1. Children will use bathrooms located within the classroom only.
2. Handwashing will occur in the classroom sink vs. the bathroom sink for staff to monitor proper handwashing procedures (timer will be set for 20 seconds)
3. Bathrooms will be inspected and spray sanitized after each use.
4. Bathrooms are used at will - no scheduled bathroom breaks will occur. Staff will monitor the bathroom at all times.

Hallways

1. Masks are required for all students when in the hallways.
2. The preschool hallway will be closed to all other K-12 students and staff (with the exception of administration, cleaning/maintenance, food service, substitute/relief staff)

Instruction

1. All large group areas will be eliminated.
2. Instruction will be given in small groups or individually with social distancing guidelines.
3. Students will have individual sets of classroom materials.
4. Any manipulatives will be sanitized after each use.
5. My Teaching Strategies Cloud Services will be used - this includes the studies, books, activities, learning objectives, and assessments virtually. Parents will also have virtual access to this.
6. Ready Rosie - Videos and virtual books included in the teaching studies. These will be embedded in the My Teaching Strategies plans. This is also an app for parents to use.

7. Teachers will upload daily assessments and anecdotes. Parents will be invited to view and comment on these virtually. Parents will also be able to upload their own content.
8. Home visits are still required - parents/teachers have the choice to do in-person or virtual home visits while adhering to all health requirements.

Distance Learning

1. VCS GSRP will use in-person instruction in accordance with the VCS Return to School Plan.

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.

Vestaburg Community School will require all staff, students K-12, and any community member allowed on campus to wear a face-covering/mask (face shields will not be accepted in place of a face mask). This includes all students and staff using district transportation. Exceptions for those with medical issues as documented by a doctor will be made. For additional information and clarification, please visit the [Michigan website with frequently asked questions](#).

- Students will have multiple scheduled mask breaks, including when eating, planned throughout the day. These breaks will be in conjunction with handwashing and hygiene breaks.
- Students and staff are encouraged to provide a minimum of 2 personal masks if possible. Personal masks will be the responsibility of the student or staff member and will be required to be laundered each day. Thus, having multiple masks that can be rotated is highly encouraged.
- The district will have both disposable and cloth masks that are laundered daily on hand for those that forget or misplace their face coverings.
- Parents and students will be asked to sign an agreement acknowledging and agreeing to abide by the school's Covid-19 policies as the set-forth by the board of education and the Michigan Back to School Plan prior to starting school.
- Students refusing to abide by the masking policies will be addressed through the Student Discipline procedures and handbook.
- Students that do not wish to follow the policies can choose or may be placed in the virtual learning program. Students that are exempted by a doctor will be documented and communicated to appropriate staff.
- The district will be providing parents and students with information regarding proper mask wearing. The district will also have signage reminding all stakeholders of the masking expectations posted throughout the district.

2. Hygiene

VCS will implement the following **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

- Handwashing and Hygiene breaks will be scheduled approximately every 2 hours throughout the day. Many classrooms PreK-8 have handwashing sinks in the classroom. Those that do not will be scheduled. The District will provide soap in all washrooms and students will be expected to wash their hands thoroughly with soap and water for at least 20 seconds anytime they use the restroom.
- The District will systematically and frequently check and refill the already provided hand sanitizer (containing at least 60% alcohol) stations throughout district classrooms and common areas, as well as provide paper towels and tissues in appropriate areas.
- Teachers will be expected to ensure students are utilizing hand sanitizer throughout the day and as they board buses.
- Signs will be posted and lessons will be taught providing information on proper handwashing techniques and hygiene.
- The sharing of personal items and supplies such as writing utensils will not be allowed and limited. To the extent possible, all students will keep their personal items separate and in individually labeled cubbies, and containers. The use of classroom materials will be limited to small groups and to the extent possible disinfected between use.
- Custodial Staff and Crews will be scheduled to clean all classrooms every 4 hours throughout the day. This will be coordinated with student and classroom breaks.
- Custodial staff will be required to wear and mask, face shield, and gloves while cleaning.
- In classrooms, teachers will space students as far apart as feasible. As feasible, teachers will arrange all desks facing the same direction toward the front of the classroom. Teachers will maintain six feet of spacing between themselves and students as much as possible.

2.b. Space, Movement, and Access

- Students will be placed into groups or cohorts of approximately 20 or less.
- Students will stay in their assigned classrooms and whenever possible, staff and teachers will move classrooms as needed.
- Students will be eating breakfast and lunch in classrooms. Meals will be delivered to the classroom by the school staff (trained in food service and sanitation) and will be wrapped to help prevent spilling.
- Students will not be allowed to use lockers. Personal belonging must be kept to a minimum and will be stored in the classroom. Space will be limited and students will need to bring only essential items.
- In classrooms and on district transportation vehicles, teachers and drivers will space students as far apart as feasible. Teachers will arrange all desks facing the same direction toward the front of the classroom. Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Signage will be posted to indicate proper social distancing. Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques. Floor tape or other markers shall be used at six-foot intervals where line formation is anticipated. Social distancing floor/seating markings will be created in waiting and reception areas.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. Adult guests allowed by district and school officials to enter the building will be screened for symptoms, required to wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- The building will not open doors until 7:55 AM and will close at 3:10 PM each day. Students and parents will not be allowed to gather outside the doors and parents will not be allowed to enter the building. All social distancing expectations including social distancing and masks will be required and expected. Students will be assigned entrance and exit areas by grade level.

Parents are expected to remain in their vehicles when picking up and dropping off their student(s). District staff will be designated to assist the younger students to the and from the building.

- Students needing to leave school during school hours (ie: picked up early for appointments or going home early due to illness) will be escorted into and out of the building by office staff. Parents are to remain in vehicles and call the office upon arrival.
- Students, teachers, and food service staff will wash hands before and after every meal.

3. Cleaning

VCS will implement the following **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

The District will ensure all classrooms and common areas are cleaned and disinfected daily.

- Frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Additional cleaning staff will be hired to clean and sanitize classrooms and high frequency touch areas throughout the day, including during transition times such as recess, lunch, specials, etc.
- Teachers will be encouraged to clean desk surfaces and high frequency touch areas and materials throughout the day. Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period if students are transitioned to a new room. However, the district is committed to having students remain in cohorts and classrooms throughout the entire day and will not have students transitioning from room to room.
- Common areas such as libraries, computer labs, and other hands-on classrooms will be used sparingly and will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- The District will identify the feasibility of specials and other hands-on classes to come to students' classrooms. However, additional cleaning staff will be hired to clean and sanitize these areas as needed or at a minimum of every 4 hours.
- Playground structures will not be used and will be closed off.
- The District will ensure the 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 will receive direction in the proper use and storage of these products prior to the beginning of school.
- The District will provide and require staff to wear gloves, surgical mask, and a face shield when performing all cleaning activities. This includes transportation staff.
- All district transportation will be disinfected and cleaned before and after every trip.
- The district will provide hand sanitizer (containing at least 60% alcohol) stations on each district vehicle.
- The district is also considering the purchase of electrostatic sprayer systems for additional disinfecting.

4. Athletics

VCS will implement the following **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

VCS will follow all MHSAA guidelines and recommendations. It is expected that these will continue to evolve as the school year progresses. To see the most up to date information at all times go to [MHSAA](#). Some of the REQUIRED Protocols for athletics include:

- Frequent hand washing/sanitizing
- Equipment disinfecting
- Facial coverings
- Social distancing
- Limiting and properly spacing spectators
- Individual water bottles
- No unnecessary contact such as fist bumps
- Closure of indoor facilities
- Suspension of indoor spectator events
- VCS will strictly adhere to the required protocol for transportation when utilizing VCS transportation for athletic and extracurricular events. This protocol requires face coverings for all staff and students while on the bus.

Extracurricular Activities (Clubs, After School, Quiz Bowl etc)

- Extracurricular clubs and afterschool athletic and non-athletic activities will follow MHSSA Guidance.

5. Screening

VCS will implement the following **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

The district, through district communication, guidelines, and plans, has and will continue to encourage and expect parents to take their student's temperature each morning before sending their child to school. Students with even a slightly elevated temperature will be expected to stay home from school and seek guidance from their healthcare provider.

- Staff will complete a health screening survey and provide assurance daily through signature and initials that their responses to the health survey have not changed when signing in to the building each day. The health screening will be monitored by the building administrators and logs of assurance will be curated at the building level through the principal's office.
- Staff will be expected to self-monitor, including daily temperature checks before coming to work. Any staff showing any symptoms of COVID-19 are NOT to report to work and will notify their immediate supervisor. These expectations will be provided at the beginning of the school newsletters, district return to school plans, building meetings and staff professional developments before school starts and throughout the entirety of the pandemic.
- Staff will 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 will be expected to stay home.
- VCS will identify and designate a quarantine area and a staff person to care for students who become ill at school until picked up by a parent or guardian.
- Students who become ill with symptoms of COVID-19 will be placed in the identified quarantine area with a surgical mask in place until they can be picked up. The identified school staff caring for these children will wear an N95 mask.
- VCS will cooperate with the local health departments when responding to positive COVID-19 cases and/or symptomatic students and staff. Visit this link for more information [.KCHD Guidance Document](#)
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to the Center for Disease Control (CDC) guidelines.
- Any student or staff that has any symptoms of COVID-19 will be asked to stay home and self-monitor for two weeks (14 days). They will also be strongly encouraged to contact their

physician and get a COVID-19 test.

6. Testing

VCS will implement the following **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

The District has and will continue to cooperate with The Mid-Michigan Health Department regarding the implementation of protocols for testing students and staff with a positive case of COVID-19. School staff will monitor students and if a student is showing symptoms of illness the student will be sent to the office and isolated until the parent can pick up the student and take them home. Staff and students identified as having a confirmed case will not be allowed on district property and be required to comply with the health department guidelines for returning to work/school.

- VCS will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, will 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 at the school.

7. Busing and Student Transportation

VCS will implement the following **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

The district will follow all CDC and guidelines set forth by the state of Michigan. The district is asking all parents that can transport their child to and from school to please do so to limit the number of riders and allow for higher levels of social distancing. [Transportation Application](#)

- Disposable face masks will be provided to students that do not have a mask when boarding.
- All students and staff will be required to wear facial coverings on the bus.
- Students will be provided and required to use hand sanitizer when boarding the bus.
- Students will have assigned seats and will be social distanced to the extent possible while on the bus.
- Buses will be cleaned and disinfected before and after every run.
- While cleaning the vehicle, between runs, and weather permitting while the vehicle is in motion, doors and windows will be kept open to increase air circulation.
- For students that become sick, students will not be allowed to use group transportation, alternative transportation will be arranged between the district and parents.
- Drivers will be notified of students with medical clearance not to wear a mask.
- Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.

C. VCS will implement the following requirements when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

There are no protocols required for Phase 5 in the Michigan Safe Start Plan thus, for all intent and purpose, the district plan and procedures will remain the same as in phase 4.. VCS will continue to put in place most of the Strongly Recommended and Recommended protocols of the Road Map as feasible. These include:

- The district custodial staff will keep all washrooms stocked with soap, paper towels, and hand sanitizer. Students will be expected to wash their hands thoroughly with soap and water for at least 20 seconds anytime they use the restroom. Lessons on proper hand washing and overall hygiene will continue to be taught in class and through informational signage and

communications.

- The district custodial staff will systematically and frequently check and refill the already provided hand sanitizer (containing at least 60% alcohol) stations throughout district classrooms and common areas, as well as provide paper towels and tissues in appropriate areas.
- Teachers will continue to be expected to ensure students are utilizing hand sanitizer throughout the day. Students will also be required to use hand sanitizer as they board buses.
- Signs will remain posted and lessons will continue to be taught providing information on social distancing and proper handwashing techniques and hygiene.
- The sharing of personal items and supplies such as writing utensils will continue to be limited. To the extent possible, students in grades K-12 will keep their personal items separate and in individually labeled cubbies, containers, or lockers. Use of classroom materials will be limited to small groups and to the extent possible disinfected between use.
- In classrooms, teachers will continue to space students as far apart as feasible. Teachers will arrange all desks facing the same direction toward the front of the classroom.
- Teachers will maintain six feet of spacing between themselves and students as much as possible.
- Signage will remain posted to indicate proper social distancing. Signs will remain posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Floor tape or other markers will continue to be used at six-foot intervals where line formation is anticipated. Social distancing floor/seating markings will remain in waiting and reception areas. Protective shields that have been installed will remain in building offices.
- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning with either an EPA-approved disinfectant or diluted bleach solution.
- The use of Libraries, gyms, computer labs, and other shared classrooms will remain limited. If use is applicable, they will be disinfected between each class or usage.
- Daily, student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution.
- The district will continue to 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.
- The district will continue to follow the MHSAA guidelines for athletics.
- The district will continue to encourage and expect parents to take their student's temperature each morning before sending their child to school. The expectation will remain that students with even a slightly elevated temperature should not be sent to school.
- Staff will continue to complete a health screening survey and provide assurance that their responses to the health survey have not changed when signing in to the building each day.
- Staff will continue to be expected to self-monitor, including daily temperature checks before coming to work. Any staff showing any symptoms of COVID-19 are NOT to report to work and notify their immediate supervisor.
- Any student or staff that has any symptoms of COVID-19 will still be asked to stay home and self-monitor for two weeks. They will also be strongly encouraged to contact their physician and get a COVID-19 test.
- The district will continue to cooperate with the Mid-Michigan Health Department regarding the implementation of protocols for testing students and staff with a positive case of COVID-19.
- School staff will monitor students and if a student is showing symptoms of illness the student will be sent to the office and isolated until the parent can pick up the student and take them home.
- Staff and students identified as having a confirmed case will not be allowed on district property and be required to comply with the health department guidelines for returning to work/school.
- Students will continue to be provided with and required to use hand sanitizer when boarding the bus. Students will still have assigned seats in order to social distance to the extent possible while on the bus. Daily, buses will continue to be cleaned and disinfected after the last run and as feasible, frequently touched surfaces will be cleaned and disinfected. While cleaning the vehicle, between runs, and weather permitting while the vehicle is in motion, doors and windows will be kept open to increase air circulation.

- For students that become sick, students will still not be allowed to use group transportation, parents will be expected to arrange for pick-up or alternative transportation.

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*.

For all intent and purpose, the district plan and procedures will remain the same as in phase 4. The district will refer to the following guide [Kent County Health Department Guidance Toolkit](#).

- The District will provide soap in all washrooms and students will be expected to wash their hands thoroughly with soap and water for at least 20 seconds anytime they use the restroom.
- The District will systematically and frequently check and refill the already provided hand sanitizer (containing at least 60% alcohol) stations throughout district classrooms and common areas, as well as provide paper towels and tissues in appropriate areas. Teachers will be expected to ensure students are utilizing hand sanitizer throughout the day and as they board buses. Signs will be posted and lessons will be taught providing information on proper handwashing techniques and hygiene.
- A quarantine area for children who become ill at school will remain in place.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Students who develop fever or become ill with symptoms of COVID-19 at school shall wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Parents and guardians will 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 will 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 will 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 will be closely monitored for any symptoms. At this time, empiric testing of all students in the class will not be done.
- The district will notify local health officials, staff, and the parents of 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 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 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about the return to work, using the most current guidelines from the CDC for this determination.
- Students, teachers, and food service staff will wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.

- If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.
- Students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gatherings. All participants will confirm that they are healthy and without any symptoms prior to any event. All equipment will be disinfected before and after use.
- Buses will be cleaned and disinfected before and after every use, as detailed in the previous "Busing and Student Transportation" section.
- Each participant will use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- If opened, playground structures will undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- Athletic equipment will be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- The district will ensure the 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.
- The district will strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades PreK-12, if medically feasible, will wear facial coverings while on the bus.
- The district will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light, and air controls, doors, and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- The district will clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- The district will 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 will not use group transportation to return home and the district will follow the protocols outlined above.
- If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and will not return to drive students.
- The district will 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.
- The district will 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.
- Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.

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*.

In phase 5 VCS will be committed to continuing to implement the strongly recommended procedures and recommendations.

- Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. However, Identified school staff caring for these children will not be required to wear a surgical mask.
- Staff who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and shall be tested for COVID-19 through their primary care physician. However, the District will not be transporting the staff member off-site for testing.

- The district will consider having cohorts use the commons/cafeteria for lunch. Serving and cafeteria staff will use barrier protection including gloves and surgical masks. However, they will not be required to wear a face shield.
- Indoor spectator events will be limited to 50 people. However, large scale outdoor spectator or stadium events are limited to 500 people or 25% of the facilities capacity, whichever number is smaller. Spectators not part of the same household must always maintain six feet of distance from one another.
- Frequently touched surfaces including lights, doors, benches, and bathrooms will undergo cleaning, but it will be done so daily with either an EPA approved disinfectant or diluted bleach solution.
- Common classrooms such as libraries, gyms, computer labs, and other hands-on/shared classrooms will undergo cleaning, but it will be done so daily with either an EPA-approved disinfectant or diluted bleach solution. Efforts will be made to minimize the sharing of materials between students, as able.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution, but it will be done so daily.
- The District will clean and disinfect transportation vehicles but on a daily basis. Children will still not be present when a vehicle is being cleaned.

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

- The District may not be able to space desks six feet apart in classrooms or on school buses. We do not yet know how many students will be returning for face to face instruction. However, the District will make every effort to space students to the greatest extent possible according to the square footage of the classroom and our student enrollment numbers, but cannot commit to six feet distancing at this time.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: [August 10, 2020](#)

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

<https://docs.google.com/document/d/1ZxBZOnBWMIE6MRUDaubmH9AC-ZfNuklnDshwXTFbSXA/edit?usp=sharing>

Link to the approved Plan posted on the District/PSA/nonpublic school website:
www.VCS-k12.net

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: [Brandon Hubbard, Superintendent.](#)

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

Date Submitted to State Superintendent and State Treasurer: