
COVID-19 Preparedness and Response Plan

Board of Education Approved
08/10/2020

Name of District: Forest Park Schools

Address of District: 801 Forest Pkwy, Crystal Falls, MI

District Code Number: 36015

Web Address of the District: www.fptrojans.org

Name of Intermediate School District: Dickinson-Iron 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 Forest Park. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

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

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

Preparedness Plan Assurances

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

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

Preparedness Plan

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

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

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet.

District and Building Implementation Plan:

The district plans to use a hybrid model of instruction using online learning platforms as the primary mode of instruction (i.e. Google Classroom, Seesaw, Edgenuity, Michigan Virtual High School, etc.) For those students that do not have a device, the district will provide devices in grades K-12. Students without devices or internet access will have access to instructional materials through a computer and a jump/flash drive. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs (including meet their technology needs) and allow for full participation.

Teachers/Staff will be expected to make frequent contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, SeeSaw), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional material that focuses on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

For students with technology access, content will be delivered through the online platform, (Google Classroom, SeeSaw, etc.). Grades K-12 teachers will provide synchronous instruction (virtual meetings/instructional lessons) multiple times per week and asynchronous instruction through pre-made videos/lessons as needed. For those students without internet connectivity, the main mode of delivery will be through a computer(Chromebook) and a jump/flash drive. This will be supplemented with phone conferencing to support instruction. The instructional materials will be provided during meal distribution. Materials will be mailed or delivered to the student if they do not participate in meal distribution.

For students with technology access, teachers will monitor student access and assignment

completion on a regular basis within the instructional platform (i.e. Google Classroom, Seesaw). Teachers will provide feedback to students on assignments through the instructional platform as they are completed, and also update grades in PowerSchool. Teachers will differentiate instruction within the platform to meet students' needs. For students without technology access, instructional materials will be collected each week during meal distribution. Teachers will review the instructional material and provide feedback to the student during their frequent communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. If the student is not doing meal distribution or pick-up, materials may be mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access the plan. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional material. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (31N Coordinator, DHHS, ISD supports, etc.)

Teachers will monitor and assess the needs of students and families through their communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

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 6-12 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.

District and Building Implementation Plan:

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. (Aug. 1 - Aug. 30)
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Aug. 1 - Aug. 30)
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 26)
- Fabric face coverings have been ordered and will be provided to every student and staff member. (Aug. 24th for staff and August 26th for students.)
- Fabric and clear face coverings will be provided to preK-5 teachers with the requirement to wear a mask during instruction. Any other teacher at any grade level may also request a clear face covering if they so choose. (Aug. 24)
- Face coverings will be washed daily by their respective owner/wearer (Daily beginning on the first day of staff reporting).
- Individuals (staff or students) who claim medical exemption will need to meet with the district Superintendent/Principal to provide rationale and documentation. (Begins Aug. 15 and continues throughout the school year)
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.
- PreK-5 students will be encouraged, but will not be required to wear a face covering once they are situated in their desk, unless the classroom activity places them in close (2 feet or less) proximity to other students.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Repeated removal from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.

- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (substitute teachers, etc) will be required to wear a face covering upon entering the building and will be expected to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to building administration for review and decisive action.

2. Hygiene

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

District and Building Implementation Plan:

- Every classroom will be supplied with a fixed or portable hand sanitizing station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) in all areas will be checked daily and restocked..
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated. It will include
 - Hand-washing/sanitizing schedule
 - Room and materials cleaning schedule
- Teacher or school personnel will teach students the following on the first day of school and reinforce as often as needed (this may be done via video)
 - proper handwashing and hand sanitizing on the first day of school and reinforced as often as needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 26
 - Monitor hygiene supplies and refill as needed
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 1
- Sharing school supplies will be limited, and each student will have their own supply box for materials (if needed)
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

3. Spacing, Movement and Access

Please describe how you will implement the spacing, movement and access recommendations from the Return to School Roadmap (p. 23)

District and Building Implementation Plan:

- Building/facility leaders have removed furniture and supplies that could be removed from the building and determined what alternate furniture was available to be used to create greater physical distance. The current physical distance between students and staff in district buildings ranges from 5 to 6 feet (classrooms and other areas) and 4.5 to 6 feet (cafeteria) after those accommodations. Individual desks, rather than small group tables will be used as much as possible.
- Signage will be posted throughout the building, in locker rooms, and on restroom doors reminding students, staff, and guests of the physical distance requirement.
- Restroom sinks will be disabled and marked out of order if they are closer than 3 feet. Horseshoe sinks will be marked with signs stating “no more than one person at the sink at a time.” Floor markings will be used to designate wait areas for persons waiting to wash their hands.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Visitors to the building will be limited (see above). Visitors will check in through the office. Visitors will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees and other visitors entering and exiting the building.
- As feasible, all desks will be arranged 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.
- If a classroom has windows that can open, they will be open as much as possible, weather permitting. Considerations will be made for students with allergy-induced asthma.
- Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from vehicle to their classrooms and vice-versa.

4. Screening

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

District and Building Implementation Plan:

- The District will cooperate with the local public health department regarding proper protocols for screening students and staff. These protocols will be updated as they are shared from the local and/or state and federal health agencies.
- We will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 will 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 will wear a surgical mask.
- Symptomatic students sent home from school, or kept home from school, cannot return until they have tested negative or have completely recovered according to CDC guidelines, and upon providing documentation from the health department stating it is safe for the student to return to school.
- Parents/guardians/caregivers will conduct daily self-examinations of their student, including a temperature check, prior to coming to school. A screening checklist to determine if a student is cleared to attend school will be provided to our students and families.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to school officials.
- Positive tests for staff members will result in a required quarantine away from school for 14 days.
- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents (of the student with symptoms) have been contacted to assist in contact tracing and notification of vulnerable individuals. Seating charts will be used in all classrooms, in the cafeteria, and on the bus to assist with contact tracing.

5. Testing

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

- The District will cooperate with the local and/or state and federal health agencies regarding protocols for students and for staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask 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 will wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families will 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, this will be in conjunction with our Health Department. .
- 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 less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home, this will be done by our Health Department.
- Students and staff will 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.

6. Food Service, Gathering, and Extracurricular Activities

Please describe how you will implement the **requirements** for food service, gathering, and extracurricular activities

District and Building Implementation Plan:

- At this time no indoor assemblies will be held at the elementary and secondary levels. All essential presentations will be done by remote monitors in the classrooms or by staff entering the room to share the needed information.
- All gatherings, including those that occur outdoors will comply with current and future guidelines that set caps on congregations of people.
- All extracurricular activities may continue with the use of facial covering as required.
- If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering
- To the extent feasible, meal times will be staggered and seating arrangements will be created to create social distancing that includes spacing of 6 feet whenever possible. Student arrangements will include seating charts so that students are always with the same students from their cohort/class.
- All students will wear masks into the cafeteria and can remove them when eating. They will put them back on when eating is completed, and before leaving their seat..
- Markings will be put on the floor to designate six foot distancing as students wait in line in the cafeteria and in the offices.
- All cafeteria workers will wear masks, face shields and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink to

- encourage the correct procedure for hand washing.
- Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students.

7. Athletics

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

District and Building Implementation Plan:

- The Forest Park School District will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There will 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.

8. Cleaning

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

District and Building Implementation Plan:

- Frequently touched surfaces will be wiped down at least every four hours with either an EPA-approved disinfectant or with a diluted bleach solution.
- Libraries, computer labs, arts and other hands-on classrooms will clean frequently touched surfaces and materials following each class session with an EPA approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA approved disinfectant or a diluted bleach solution at the end of every class period. When able the students will clean their own desks.
- Playground structures will undergo normal routine cleaning.
- All classrooms will have the appropriate EPA-approved disinfectant in their rooms. Cleaning and disinfecting products will be properly stored away from children and in properly ventilated areas.
- Staff performing cleaning duties must wear gloves, facial covering, and face shield while performing cleaning activities.

9. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

District and Building Implementation Plan:

- A weekly meeting will be held with the district transportation supervisor to review the criteria required for level IV/V and discuss concerns or issues arising.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- The administration and transportation supervisor will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of up to 90 days.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Wearing a facial covering on the bus is required unless medical documentation is provided and approved by administration.
- Students who are capable of wearing a face covering and refuse to do so on the bus will be reminded to put the face covering on. Students showing patterns of non-compliance will result in discipline action with the possibility of losing bus privileges.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, conditions permitting, will keep windows open on the bus, both in route and when stopped.
- Buses will include seating charts so that students are always with the same students.

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.

The Forest Park School District will begin the 2020-21 school year following all the requirements for Phase 4 under Section B, even when our region may be in Phase 5 at the start of the school year, with the exception of Section B, Number 7. Under Section B, Number 7, Athletics will follow all strongly recommended recommendations as outlined in Phase 5 (p. 42) while our region is in Phase 5. We are electing to follow Phase 4 with stricter standards than required in Phase 5 at the start of the school year to implement additional safety precautions. The district will revisit continued protocol at each regular, monthly (at a minimum) Board of Education meeting to evaluate current recommendations resulting from updated numbers and possible phase changes as stated by the Governor. In Phase 5 we may consider face shields to be used as face coverings for staff.

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*.**

We will implement ALL of the Strongly Recommended protocols in Phase 5 which include the following:

Personal Protective Equipment Strongly Recommended Facial coverings will always be worn by staff except for meals. Face shields may be worn when social distancing can be maintained. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering. PreK-5 and special education teachers should consider wearing clear masks. Homemade facial coverings should be washed daily. Disposable facial coverings should be disposed of at the end of each day. Facial coverings should always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required. Homemade facial coverings should be washed daily. Disposable facing coverings should be disposed of at the end of each day.

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

Screening Students, Staff, and Guests Strongly Recommended Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school. Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Testing Protocols for Students and Staff and Responding to Positive Cases Strongly Recommended Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing. Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing. Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home. Symptomatic students and staff sent home from school should be

kept home until they have tested negative or have been released from isolation according to CDC guidelines. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

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

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

Athletics Strongly Recommended Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another. Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event. All equipment must be disinfected before and after use. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section. Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Cleaning Strongly Recommended Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution. Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able. Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary. Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

Busing and Student Transportation Strongly Recommended Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus. The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus. Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned. Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes. Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools. Create a plan for getting students home safely if they are not allowed to board the vehicle. If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above. If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

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

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 Forest Park School District plan includes ALL the highly recommended protocols, except staff may wear a face shield in lieu of a mask if social distancing can be maintained.

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**.

We will not be able to follow one strongly recommended item under the spacing, movement and access section which recommends that we space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. We have adjusted class sizes to the extent possible and have spaced all desks at 6 feet intervals to the extent possible, but they are only 4-6 feet apart in some areas. We will install plexiglass when feasible and will provide other safety precautions and have spaced desks as far as possible.

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: Christy Larson

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

www.fptrojans.org

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

Name of District Leader Submitting Plan: Christy Larson, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 11, 2020

Date Submitted to State Superintendent and State Treasurer: To be completed by ISD Superintendent