



COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: St. Mary School

Address of District: 1005 Bridge Street, Charlevoix, MI 49720

District Code Number: 03893

Web Address of the District: stmaryschoolchx.com

Name of Intermediate School District: Char-Em ISD

Name of Authorizing Body (if applicable): Diocese of Gaylord

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

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

Preparedness Plan

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

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

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

PK – 3rd grade will use a combination of online and packet instruction and activities. Teachers will provide daily lessons and supplemental learning videos to go with each lesson either recorded or live within Google and Zoom. All work and activities will be uploaded to Google Classroom.

4th-8th grade will have live and recorded lessons online for all students using school provided devices. All lessons and plans will be distributed and accessed through Google Classroom. If internet access is a problem, lessons will be recorded and saved to a zip drive for students to access the information.

- Regarding attendance, students are required to participate in daily class sessions/meetings with staff. Teachers will take attendance of all meetings/lessons with students. Teachers will require notification from parents when students will not be in attendance.
- Parents will be given student Google Classroom passwords in order to acknowledge the day’s lessons and to ensure parents are informed of each day’s learning goal and expectation.
- Teachers will maintain standard grading methods.
- Teachers will be in school and maintain regular hours for the school day.
- Attendance and schoolwork completion will be monitored and students will receive feedback on their work.

- 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.

In Phase 4, in school learning will take place with social distancing requirements followed, students in learning cohorts for the day, and masks worn anywhere that social distancing may be compromised. All staff and students will be required to wear face coverings in the hallways and common areas except during meals and unless they cannot be medically tolerated. All staff will be required to wear face coverings in classrooms and other common areas, unless they cannot be medically tolerated. All students in grades 6, 7, 8, and those in grade 5 who change classes will wear facemasks when in the classroom, unless they cannot be medically tolerated. All students in grades K through grade 5 who do not change classes will not be required to wear facemasks in the classroom since they will remain in the same class with the same teacher throughout the day. Students will be assessed to determine areas of strengths and weaknesses using NWEA testing. These test results will help to solidify a learning plan for each student. Data from this testing will be used to discover gaps in learning and staff will design interventions as needed. Students needing extra support will receive Title I instruction for Reading and Math. Progress monitoring will be frequently used to determine if the plan in place needs attention. Students will be transported to school each day by their parents or public school bus. The child will be dropped off outside to be brought in by a staff member.

2. Hygiene

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

Every classroom has sinks, automated hand soap dispensers, sanitizer with 75% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques. Teachers will teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer. Handwashing will be enforced every time students enter the classroom, routinely every 2-3 hours, and before and after meals. Students and staff will be educated and regularly reminded on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown into the trash and hands will be washed immediately. Soap, hand sanitizers, and paper towel will be filled every evening. Extra supplies will be stored in the teachers locked cabinet. Students will have their own supplies and will not share with others. Each Student has their own locker to store their personal belongings.

3. Cleaning

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

Frequently touched surfaces including light switches, doors, benches, bathrooms, door handles, will be cleaned every 4 hours using an EPA approved disinfectant cleaner.

Hands-on classrooms (Art, Computer Lab, Library, Music Room) will undergo cleaning after every class period with an EPA approved disinfectant cleaner.
Student desks will be wiped down after every class period with an EPA approved disinfectant cleaner.
Playground structures will undergo normal routine cleaning.
All cleaning and disinfection products will be stored in the locked maintenance room. Staff will ensure that the room is properly ventilated when cleaning and will wear gloves, face masks, and face shields while cleaning.
Classrooms will be deep cleaned after school every day using an EPA approved disinfectant cleaner. They will also be sprayed each evening with a disinfectant spray.

4. Athletics

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

NA – No athletics offered this year.

5. Screening

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

School Staff and Administration will conduct a daily entry self-screening including a monitoring form covering symptoms and suspected or confirmed exposure to people with COVID 19, and temperature check. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

Students will be screened by their parents prior to entering the building. An agreement form will be provided to parents outlining the responsibility of the parent to check for symptoms (temp 100.4 or higher, sore throat, new uncontrolled cough, diarrhea, vomiting, abdominal pain, new onset of severe headache, especially with a fever), as well as history of travel or close contact with a person under quarantine for possible exposure or a person confirmed with COVID-19. A screening form provided by our local health department will be provided to our parents.

The principal's office will be used as the quarantine area and the principal will care for those who become ill during the school day. Students who become ill with symptoms will be placed in this area with a surgical mask until they can be picked up. Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to the CDC guidelines.

6. Testing

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

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported by their parents 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.

Students and staff sent home must be kept home until they have tested negative, or have been released from isolation according to the CDC guidelines.

Families 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.

In the event of a lab or clinically diagnosed case, the Health Department will do contact tracing. Health Department guidelines will be followed.

7. Busing and Student Transportation

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

Parents transport students to school, or students ride on the Charlevoix Public Schools bus and will follow their guidelines.

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.

In Phase 5, in school learning will take place with social distancing requirements followed and masks worn anywhere that social distancing may be compromised. All staff and students will be required to wear face coverings in the hallways and common areas except during meals and unless they cannot be medically tolerated. All staff who cannot socially distance themselves from students will be required to wear face coverings in classrooms unless they cannot be medically tolerated. Students will continue to remain in cohorts throughout the day except for some students from grade 5 and all students in grades 6, 7, and 8, who will wear face masks in between classes. Students will be assessed to determine areas of strengths and weaknesses using NWEA testing. These test results will help to solidify a learning plan for each student. Data from this testing will be used to discover gaps in learning and staff will design interventions as needed. Students needing extra support will receive Title I instruction for Reading and Math. Progress monitoring will be frequently used to determine if the plan in place needs attention. Students will be transported to school each day by their parents or public school bus. The child will be dropped off outside to be brought in by a staff member.

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*.

Face masks worn by students and teachers in hallways and common areas. Teachers working in close proximity with students must wear a facemask. The same hygiene behaviors practiced in Phase 4 will be practiced in Phase 5. Spacing 6 feet will be practiced with clear Plexiglas barriers where distancing is not feasible. The same guidelines for screening and testing students and staff in Phase 4 will be practiced in Phase 5. Protocols for cleaning in Phase 4 will be practice in Phase 5. Checklist provided to all students/families/staff to self-identify for COVID-19. Requests for alternative learning arrangements or work reassignments will be provided with the use of distant learning through streaming.

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*.

Busing and Students Transportation – our students will be transported to school by their parents or Charlevoix Public Schools. Our students will follow all guidelines set forth by the public school. Currently we do not have any students on a plan (IHP, IEP, IFSP, or 504).

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

No

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: 8/4/2020

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



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

<https://stmaryschoolcharlevoix.com>