

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District: Atlanta Community Schools**

**Address of District: 10500 County Road 489**

**District Code Number: 60100**

**Web Address of the District: [www.atlantaschools.us](http://www.atlantaschools.us)**

**Name of Intermediate School District: AMAESD**

**Name of Authorizing Body (if applicable):**

## Preparedness Plan Introduction

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

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

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

## Preparedness Plan Assurances

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

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

# Preparedness Plan

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

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

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

## **Instruction**

The district will survey all families to determine the needs for technology and get feedback on other needs for remote learning.

The district plans to use a hybrid model of instruction using an online curriculum as the primary mode of instruction with teacher provided materials to supplement. For students that do not have devices, the district will provide them with a chromebook (3-12) or an iPad (K-2). For students that do not have access to internet service, instructional packets will be made available each week during meal distribution. All supplies needed to complete the work will also be provided to those in need (i.e. paper, pencils, etc.). All students will have access to grade level textbooks/resources needed to complete their work. Free internet access will be provided at the school for students to connect to outside the building.

Students with IEPs will continue to receive specially designed instruction related to their goals as outlined in their IEPs. All IEPs and 504 Plans will be reviewed and all services/accommodations provided under these plans will be continued. The district will work closely with families to be sure educational plans are developed to meet the individual needs of **all** students.

Teachers/Staff will be expected to make multiple weekly contacts with students and have two-way communication (as defined by pupil accounting rules). This can be done through the use of technology (i.e. virtual meetings, email, text messaging, etc.) or through weekly phone calls for those who do not have access to technology. This contact is to focus on instructional support, building relationships, student engagement, etc. Teachers will be required to have daily office hours for students or parents to contact them. Each teacher will make contact at least once a week in each class for high school and no less than three times weekly for Math and ELA instruction for each elementary class using the online platform. These schedules will be provided to each family.

## **Transportation**

Transportation will be suspended.

## **Athletics and Extracurricular Activities**

Athletics and all extracurricular activities will be suspended.

## **Meal Distribution**

Meal distribution will occur weekly during shutdown. Students will be provided with breakfast and lunch

for the week. A schedule for meal pick up will be determined and published on the school website, Facebook page and through School Messenger.

### **Social/Emotional Needs**

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

Referral forms for access to the Behavioral Specialist provided through Thunder Bay Community Health Services (TBCHS) will be posted on the school's web page for parents to access at anytime.

### **Facility Use and Safety Protocols**

The building is closed and not accessible to students or community members. Staff will have access to the building, but must complete a self-screening form before entering each time. The screening form will be posted on the school's web page and shared with staff electronically.

A cleaning system will be set up to maintain functional order in the building.

- 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.

### **Facial Coverings**

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- PreK-5 and special education teachers should consider wearing clear masks.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

Facial coverings will always be worn by **all staff** except for meals.. Any staff or student that is unable to medically tolerate a facial covering must have a medical waiver issued by a physician and will not be required to wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.

Facial coverings must be worn by **preK-12 students, staff, and bus drivers during school transportation**. Any staff or student that is unable to medically tolerate a facial covering must have a medical waiver issued by a physician and will not be required to wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.

Facial coverings must always be worn in **hallways and common areas by preK-12 students** in the building except for during meals. Any staff or student that is unable to medically tolerate a facial

covering must have a medical waiver issued by a physician and will not be required to wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.

Facial coverings must be worn **in classrooms by all students grades 6-12**. Any staff or student that is unable to medically tolerate a facial covering must have a medical waiver issued by a physician and will not be required to wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.

If students in **grades K-5** are kept in their classroom throughout the day (**cohorting**) and are not in close contact with students in other classes, they will not be required to wear facial coverings inside the classroom.

The district will update the student handbook with a policy that addresses facial coverings.

## 2. Hygiene

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

Hand Sanitizer units are installed in each classroom and commons area. They will be checked daily and kept full.

All prek-12 students will be taught to hand wash for 20 seconds using soap and/or the safe use of hand sanitizer. These habits will be reinforced daily at appropriate intervals during the day. Teachers will build regular times into the daily schedule for proper hand washing.

Proper sneezing techniques will also be taught to staff and prek-12 grade students.

Signage will be put up in all classrooms, teacher workrooms/lounges, and all restrooms regarding proper hygiene protocols.

Students will be encouraged not to share personal items such as pencils, scissors, etc. Elementary students will have personal pencils boxes with their own supplies.

When it is necessary to share items, they will be cleaned with sanitizer wipes between uses.

## 3. Cleaning

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

Frequently touched areas will be cleaned every four hours (light switches, door handles, benches, bathrooms). Cleaning will be accomplished by a combination of teachers using EPA approved wipes in the touch areas of the classrooms; and the janitorial staff using a combination of EPA approved cleaning and disinfectant sprays in non-classroom areas such as locker handles and exterior door handles.

Libraries and computer labs would be cleaned after every class period by using a combination of teachers using EPA approved wipes and available custodial staff to assist using approved EPA disinfectants.

Student desks will be disinfected between each class using EPA approved wipes or approved disinfectant sprays.

All playground equipment and structures will continue to undergo normal routine cleaning using an EPA approved disinfectant.

All athletic equipment will be cleaned using EPA approved disinfectant before and after use by coaches.

All cleaning products used by teachers and or coaches will be secured in locked closets or desk drawers when not in use. All cleaning products used by custodial staff will be secured in locked janitors closets when not in use.

All staff involved in any type of cleaning effort will be provided with and required to use mandated PPD such as gloves, face masks and shields.

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#### 4. Athletics

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

The athletic department will comply with all Michigan High School Athletic Association (MHSAA) and National Federation of State High School Association (NFHS) guidance provided.

Students, teachers and staff will use proper hand hygiene techniques before and after practices and events, or any other gatherings. The MHSAA COVID – 19 Athlete/Coach Monitoring Form will be used to screen athletes and coaches prior to any practice, event or gathering.

All athletic equipment will be cleaned before and after use.

All buses will be cleaned before and after transporting any athletic team or group. All students, coaches and drivers will wear masks when on the bus.

All athletic spectators will be required to wear facial covering during an event and will be required to maintain a six-foot distance between one another.

Each athlete will only use a clearly marked water bottle with his or her name on it (no sharing wear bottles).

There will be no unnecessary contact between athletes and or coaches. Teams will refrain from post-game handshakes, fist bumps, etc.

All indoor weight rooms with shared equipment will be closed. Outdoor conditioning can resume with social distancing.

Large scale indoor sporting events will be suspended.

Large outdoor sporting events will be limited to 100 people. Spectators not part of the same household must remain six feet apart at all times.

#### 5. Screening

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

The district will work closely with District #4 Health Department in developing protocol for screening students and staff. The district will utilize the toolkit developed by the health department for the screening process.

Visitors will be strictly limited in the building and will be required to complete a health screening as developed by the health department before entering the building.

## 6. Testing

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

The district will work closely with District #4 Health Department. Students or staff that develop a fever at school will be required to wear a mask and be quarantined until they can be removed from the building until screening verifies it is safe for them to return according CDC guidelines.

A positive COVID test for students or staff will be handled according to the health department guidelines including the collection of contact information to report to the health department.

For staff and students, returning to school after a confirmed case of COVID will be allowed only after they are no longer infectious as determined by the local health department guidelines and CDC guidelines.

## 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).

All students and drivers will be required to wear a mask and use hand sanitizer before entering the bus. Buses will be sanitized prior to each run according to the health department guidelines.

When possible, windows will be kept open.

## 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 district will provide face to face instruction with a virtual option to those students that choose not to return, but want to remain ACS students. The district will follow all the required and highly recommended guidelines set forth in the governor's roadmap document except for those outlined in C2 of this plan.

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*.

Facial coverings will be worn by staff except for meals. Facial coverings may be homemade or



disposable level-one (basic) grade surgical masks. Any staff or student that is unable to medically tolerate a facial covering must have a medical waiver issued by a physician and will not be required to wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.

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 must have a medical waiver issued by a physician and will not be required to wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.

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 should wash their hands or use sanitizer every time a new group of students enters their room.

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 mask in place until they can be picked up. Identified school staff caring for these children should wear a mask, with the exception of students with special needs requiring aerosolized procedures in which a 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.

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 for off-site testing.

Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should receive 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.

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.

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.

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.

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*.

Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings. **(Each classroom and commons area is equipped with hand sanitizer units.)**

Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. In classrooms where large tables are utilized, space students as far apart as feasible. **(Desk and students will be placed as far apart as the space allows).**

Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. **(Staff will wear facial coverings (paper and/or homemade as described by the guidance document and gloves when cleaning all areas of the building)).**

If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles. **(All classrooms will be sanitized nightly).**

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
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## 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:**

**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:**

*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:**

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

**Date Submitted to State Superintendent and State Treasurer:**