

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

August 7, 2020

Name of District: Rogers City Area Schools

Address of District: 1033 W. Huron

District Code Number: 71080

Web Address of the District: <https://www.rcashurons.org/>

Name of Intermediate School District: Cheboygan-Otsego-Presque Isle ISD

Name of Authorizing Body (if applicable): Nicholas Hein

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.

The district will be in a position where teachers can record daily lessons and post them on sites such as Google Classroom. Another option that could be used is an online platform that contains lessons that correlate to the Michigan Standards and Benchmarks. Instructional staff will have 14 days of work copied in case of an immediate closure. The district plans on purchasing hot spots for students with a lack of internet access and/or allowing parents/students to use the district’s internet from the Erie Street parking lot. To support students with their success in education, students will maintain communications with their teachers. Furthermore, the District assures that when schools are closed to in person instruction, the district will strive in good faith, and 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.

- 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.

Administration will inform staff via email of the facial requirements. Parents/Students will be notified of the requirements through the district’s emergency system, website, and Facebook page. A hard copy memo will also be sent home in the mail to all students. Bus Drivers, First Hour and Homeroom Teachers will inform the students on the first day of school when the masks will have to be in use. Signage will be displayed in areas where masks are required. All students and staff will be required to

wear facial coverings on the school bus. Facial coverings must always be worn in at least the hallways and common areas by K-12 students in the buildings, except while eating meals. All staff will wear a facial covering while present within a classroom. Students in grades 6-12 will be required to wear a mask in the classroom. Students in grades K-5 will not be required to wear a mask in their homerooms, but will in classrooms where other grade levels learn. Masks will not be required for individuals that provide medical documentation by a licensed physician that discloses they are unable to tolerate a mask. Parents will be encouraged to provide masks for their student(s). Mask and facial coverings must be school appropriate and must not be a disruption to the educational process.

2. Hygiene

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

Administration will inform staff via email of the hygiene requirements. Parents/Students will be notified of the requirements through the district's emergency system, website, and Facebook page. A hard copy memo will also be sent home in the mail as well. Bus Drivers, First Hour and Homeroom Teachers will inform students on the first day of school of proper hygiene methods and procedures. Signage will be displayed throughout the district to exhibit these protocols. The district will purchase all necessary supplies to provide proper hygiene. All buildings will be provided with adequate supplies to support healthy hygiene behaviors, including necessary soap and hand sanitizer. Additional hand sanitizer stations will be set up throughout each building to support COVID-19 preventative hygiene behaviors. Each classroom will have a hand sanitizer station and any necessary Personal Protective Equipment (PPE) supplies. Students will be educated on how to properly cough into their elbow or to cover sneezes, as well as proper handwashing techniques. Signage supporting these efforts will be posted throughout the building. Hygiene supplies will be frequently checked and refilled as necessary. Scheduled handwashing will be incorporated into building schedules where practicable. Sharing of school supplies (pens, pencils, paper, etc.) will be limited and each student is recommended to bring their own. Supplies will be made available to students that do not have them.

3. Cleaning

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

Administration will inform staff via email of the cleaning requirements. The district will purchase necessary and EPA approved cleaning supplies. Administration will monitor staff daily to ensure that proper cleaning methods are taking place. Teachers will use an authorized cleaning solution to clean each desk and classroom materials after every class period. Teachers will also use the specified cleaning solution to clean computer labs. Staff must wear gloves while cleaning every surface.

4. Athletics

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

Athletic practices and games will be determined by the Michigan High School Athletic Association (MHSAA) and additional safety measures may be implemented.

5. Screening

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

Administration will email staff a link to the DHD4's requirements. The district will also post the protocols that DHD4 has for students and employees. The protocols will be discussed by Bus Drivers, First Hour and Homeroom Teachers on the first day of school. These protocols will be followed daily. Students with COVID-19 symptoms will be sent to the designated quarantine room until they can be picked up and may not return until they tested negative or are fully recovered per CDC guidelines. Staff will conduct daily self screenings prior to reporting to work. Families and staff will complete a self-screening at home.

6. Testing

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

Administration will email staff a link to the DHD4's requirements. The district will also post the protocols that DHD4 has for students and employees. The protocols will be discussed by Bus Drivers, First Hour and Homeroom Teachers on the first day of school. These protocols will be followed daily. The district will cooperate with the Health Department of Northwest Michigan regarding implementation of screening and testing protocols for students and staff.

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).

Hand sanitizer will be provided on all buses. Masks will be required on all busses at all times by students and staff. Buses will be cleaned after each route. Families will be encouraged to self-transport whenever possible. If a student becomes ill at school they must be picked up by a parent or guardian. Weather permitting, doors and windows should be kept open while cleaning. Weather permitting, but drivers will do their best to safely keep windows open while in motion.

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.

While the district is currently in Phase 5, we will follow the policies and procedures provided by the state that are fitting for our district as well as any executive orders or new policy changes from the State of Michigan.

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*.**

All Rogers City Area students and staff will wear masks in at least the hallways and on the bus. The district will also take part in all Strongly Recommended Hygiene Practices. The Spacing recommendations will take place wherever possible. All Strongly Recommended and Recommended

Screening and Testing Protocols will be followed by the district. The district will use the Strongly Recommended steps when a student or employee tests positive for COVID-19. It will be required by Administration that Food Service, Gatherings, and Extracurricular Activities will follow all Strong Recommendations. In terms of Athletics, all Strongly Recommended protocols and procedures will be followed and executed. All Strong Recommendations and Recommendations for Cleaning and Transportation will be followed. Students and staff who are Medically Vulnerable will adhere to using the Strong Recommendations and Recommendations developed within the prepared guidelines. The district will utilize portions of the Recommended guidelines under the Mental and Social-Emotional Health piece. Under Operations, the district will adhere to the Recommended specifications for the Facility. The district will implement all Recommended regulations under Budget, Food Service, Enrollment, and Staffing where administration is already imposing. In terms of Transportation, the district will follow the Recommended guidelines.

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 district will not be able to adhere to every Spacing recommendation due to a lack of physical space or use the Recommendation when a student or staff member tests positive for COVID-19. The Recommendations under Food Service, Gatherings, and Extracurricular Activities will not be followed. For Athletics, the Recommended piece will not be administered. Unfortunately, the district will not be able to provide all portions under the Mental and Social-Emotional Health piece. The district will not be following the Recommended portion for Instruction. Budget, Food Service, Enrollment and Staffing Recommendations will not be utilized where Administration isn't currently imposing. The district will not be imposing any of the Recommendations for Technology.

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

The district will be taking part in the Strongly Recommended guidelines within Phase 4, and will also have a Hybrid Learning Option.

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: Nicholas Hein

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

Date Submitted to State Superintendent and State Treasurer: