



# Belding Area Schools

The right size. The right choice.

Vision: All students who graduate from Belding Area Schools will be career and college ready.



Brent R. Noskey • Superintendent

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## COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Final  
08-10-2020

**Name of District:** Belding Area Schools

**Address of District:** 850 Hall Street, Belding MI 48809

**District Code Number:** 34080

**Web Address of the District:** [www.bas-k12.org](http://www.bas-k12.org)

**Name of Intermediate School District:** Ionia County ISD

**Name of Authorizing Body (if applicable):** Belding Area Schools Board of Education



## 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 Policies and procedures that Belding Area Schools will follow when the region in which the district is located is in Phase 1,2, or 3 of the *Michigan Safe Start Plan*:**

The district plans to use a hybrid model of instruction using hard copy instructional packets and online learning platforms. Devices will be made available for students who have internet access but lack a device. Students without internet access will have access to instructional materials through instructional packets created by our teaching staff. All students will need

access to materials such as paper, pencils, and crayons, which will be made available to families that do not have them. All students will have access to grade-level/course textbooks as needed to complete their work.

Teachers will be expected to make contact with every student at least one time during the week. This may be done through the use of technology (for those that have access), such as Google Hangout or other forms of virtual meetings, or through weekly phone calls. For students with technology access, teachers will also make sure to communicate multiple times each week through the instructional platform (Google Classroom, SeeSaw, Zoom, Schoology, Moodle, Screencastify, etc.).

If students do not have access to technology, teachers will make weekly phone calls or text messages. There will be a great deal of focus on building relationships and maintaining connections. We will also have our non-core teachers and others making weekly phone calls to ALL our students.

For those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be available for parent pickup while maintaining social distancing requirements. For those families without transportation, packets will be mailed to their home, or delivered by staff to their home.

For students with technology capability, content will be delivered through an on-line platform, email, and other social media sites. Teachers will be accessible each week via telephone, internet, and/or through instruction through previously recorded videos.

For students without technology access, learning packets will be monitored through cell phone pictures of work or through phone calls by teachers. Teachers will review the pictures of exit tickets/check for understanding documents. If a cell phone picture is not available, then they will do their check for understanding through phone calls and provide feedback to the student during their weekly 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.

For students with technology, teachers will monitor student access and assignment completion on a weekly basis while using the instructional platform. Formative assessment will be conducted during the on-line learning lessons. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs.

All stakeholders were involved in the development of the plan. Building administrators met with their building teachers for initial input. Building administrators brought this information back to district level administrators to collaborate. Before finalizing this plan, feedback was

sought by ALL stakeholders. Every document we are using for our plan, including this one, was shared with all stakeholders for review and feedback before the document was finalized. The plan will be communicated through a letter to each family that does not have internet access. The plan will also be dispersed through email to those that have access. The plan will also be posted to the district website and other social media platforms as well. To ensure that everyone is aware that the plan has been developed and released, a phone call message will be sent to all parents.

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 those courses. The students will be given the option to convert their grade to credit or no-credit.

For students in CTE programs, we will work with the ISD CTE Director as well as state level CTE directives to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

Our food service staff will continue to prepare food for meal distribution. Each Monday, we will continue to have staff volunteers come in to assemble our food boxes for an entire week (social distancing guidance by the health department will continue to be enforced). If we run short of volunteers, hourly staff will be asked to come in to help with this work. On Tuesdays, our volunteers will continue to load our buses, and bus drivers will drive our meals out to 4-6 satellite locations within our district. We also distribute from our high school.

We will try to pay all staff while using this plan, if we can find meaningful work for all of them. Teachers will provide instruction to our students and monitor progress. Secretaries will keep up on essential work for our offices. Food service employees will continue to prepare lunches and breakfasts. Our para-educators will be asked to help distribute student packets and other essential work, including phone calls to students. Administrators will continue to provide leadership during this time, including holding virtual staff meetings.

If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and parents.

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. 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 (DHHS, Behavioral Health, etc.).

The district will reach out to all parents to determine their current mental health needs. Based on those results, the behavior specialist (31n, SSW, counselor, principal, etc.) will reach out to individual students and families to determine what they may need. The behavior specialist will help connect the family to outside agencies to help meet their needs.

While teachers are making weekly phone calls, they will monitor and assess the needs of students and families. If a need is presented, the teacher will elevate that need to the principal or behavior specialist to make the necessary follow-up. The principal will hold weekly meetings with teachers to identify any additional students or families in need. Telehealth may be used when available for students that have technology.

We will continue to maintain weekly, if not daily, communication with the Ionia ISD Superintendent to see if there are ways we can help with childcare centers. We have already had conversations about this.

We do not plan, at this time, to adopt a balanced calendar for the 20-21 school year. We may consider calendar adjustments as the school year progresses.

**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.

### **District and Building Implementation Plan for Face Coverings**

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in district parent communications, student communications and staff orientations.
- Students and parents are encouraged to view safety videos regarding the appropriate use, wearing and expectations for the maintenance of face coverings.
- 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 and grounds.
- Face coverings will be available to every student and staff member daily.
- Face coverings such as fabric masks, clear masks and/or shields will be available to all teachers with the requirement to wear a face covering during instruction.
- Individual staff who claim medical exemption will need to provide written evidence of a physician's note to the building principal or the superintendent.

- Students who claim medical exemption will need to provide written evidence of a physician's note to the building principal or program administrator. Those who have this note will still be required to wear a shield or will have a divider placed at their seat in their classroom(s).
  - Students, with IEPs/504 Plans that document the need for not wearing a facial covering, will not need a physician's note.
- PreK-5 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close (2 feet or less) proximity to other students. However, it WILL be highly recommended.
- 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, etc.) and asked to put the face covering on.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by their school building administrator and/or supervisor and could face progressive disciplinary measures up to and including termination.
- Guests to the school building, Administration Building, or program (presenters, substitute teachers, etc.) will be issued a disposable face covering upon entrance and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the school building administrator and/or supervisor 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 for Hygiene

- Every classroom will be supplied with fixed or portable hand sanitation supplies.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- 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 via newsletters, web pages, bulletin boards, and the like.
- Teachers will teach the following to students on the first day of school and reinforce weekly or more often as needed. This will include:
  - Proper handwashing on the first day of school and reinforced weekly or more often if 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 via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Appropriate staff will:
  - Procure adequate soap, hand sanitizer, paper towels, tissues as necessary.
  - Post signage related to cleaning and hygiene strategies in classrooms, restrooms and in hallways.
  - Monitor hygiene supplies and refill as needed throughout the day.
  - Sharing school supplies will be limited.

### 3. Cleaning

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

#### District and Building Implementation Plan for Cleaning

- District Level Administrators will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- All classrooms will be provided with approved disinfectant, paper towels, face shields and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas throughout each school day.
- All special classrooms, i.e. art, music, gym, and media centers, will have approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students' desks after each cohort change with approved disinfectant. All classrooms will have the appropriate approved disinfectant in their rooms.
- A training on cleaning materials and protocols will be provided prior to the start of the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

### 4. Athletics

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

Belding Area Schools is a member of the MHSAA and we will follow all health and safety protocols that they put out in compliance with the *Return to School Roadmap*.  
<https://www.mhsaa.com/Schools/Health-Safety-Resources>

### 5. Screening

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

Belding Area Schools will follow ALL screening recommendations that our listed in the Ionia County Health Department's Covid-19 Return to School Toolkit: [https://ioniacounty.org/wp-content/uploads/COVID-19-Return-to-School-Toolkit\\_Ionia\\_08032020.pdf](https://ioniacounty.org/wp-content/uploads/COVID-19-Return-to-School-Toolkit_Ionia_08032020.pdf)



## 6. Testing

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

Belding Area Schools will strongly recommend testing to every student and staff member who shows symptoms. We will also refer to the Ionia County Health Department's recommendations for persons who should be recommended to be tested.

## 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).

Belding Area Schools will require the following regarding transportation:

\*Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.

\*The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.

\*Clean and disinfect transportation vehicles before and after every transit route. Children must 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, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

\*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 must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

\* Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

\* Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Belding Area Schools will also strongly recommend the following:

\*Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

\*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

**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.**

To the best of Belding Area Schools' ability, we will follow all highly recommended protocols from the Return to School Roadmap in phase 5.

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*.

**Personal Protective Equipment**

**Strongly Recommended**

- Facial coverings should always be worn by staff except for meals. 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 enter 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 and ICHD 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 Ionia County 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.

## **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 (if cohorts change) 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 (if cohorts change).
- 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 vehicle. Hand sanitizer should be supplied on the vehicle.
- The vehicle driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the vehicle.
- 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*.

We will follow all Highly Recommended Protocols in Phase 5.

- 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**.

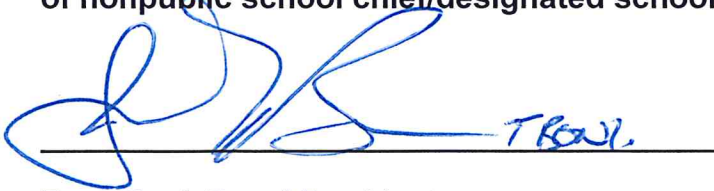
Yes

**Final Steps for Submission**

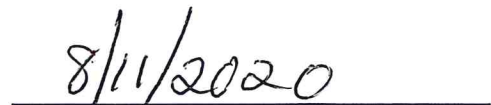
*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before 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 11, 2020**

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



Terry Boni, Board President



Date

**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:**

**Brent R. Noskey, Superintendent**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 12, 2020**

**Date Submitted to State Superintendent and State Treasurer: August 13, 2020**