

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised  
08/13/2020

**Name of District: Mt. Pleasant Public Schools**

**Address of District: 720 N. Kinney Avenue**

**District Code Number: 37010**

**Web Address of the District: <http://mp.edzone.net/>**

**Name of Intermediate School District: Gratiot Isabella Regional Education Center**

**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.**

In Phases 1-3, Mt Pleasant Public Schools will use a combination of virtual and paper/pencil. If a student chooses to do virtual education one chromebook will be issued per family to help the need of devices in order for students to be able to continue their education. In all grades students and staff will use Google Classroom as our Learning Management System (LMS). Hotspots will be strategically placed throughout the district to allow students and staff internet access if they cannot access from home. For students that are still unable to do virtual learning due to internet access, instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families. All students will have access to grade-level/course textbooks/resources as needed to complete their work. The district will do everything it can to meet student/family needs and allow for full participation.

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

For students with technology access, content will be delivered through the district’s LMS, Google Classroom. Teachers will be accessible for virtual meetings/office hours and instruction through pre-made videos/lessons. 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 provided during meal distribution or scheduled time for pick up.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Google Classroom). 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. For students without technology access, instructional packets will be collected each week during meal distribution or scheduled drop off times. Teachers will review the instructional packet and provide feedback to the

student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the district).

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

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

The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers and counselors will monitor and assess the needs of students and families through their weekly communications. The principal will hold regular virtual meetings with teachers and other key staff to identify any additional students or families in need.

**B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
  - i) All staff and all students in grades preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades 6 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.

- All students and staff will be required to wear a mask at all times. Classroom seating arrangements will be set up to ensure 6 feet of space between desks.
- The expectations for wearing face coverings and how to obtain clean face coverings will be included in all District communications, all handbooks, orientations, etc. and reviewed with all staff. Students and parents will sign-off on their awareness of these policies.
- District student and staff handbooks will be updated to ensure that the requirements for facial coverings are implemented. Student exemptions from wearing a face mask will require a note from a medical doctor.

- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. (Begins Aug. 15 and continues throughout the school year)
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- The district will purchase fabric face masks for all of our students. Disposable and washable masks have been purchased, however families are encouraged to provide their students with a mask that they are comfortable with, and that they can wash at home. The washable masks purchased by the district are expected to be washed at home by families. The district will purchase washable masks for all staff.
- Face shields will also be an optional face covering for staff in addition to wearing a mask.
- Disposable masks will be available on each bus so that if a student at the bus stop forgets his/her mask, s/he may board the bus using the disposal mask provided.
- 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, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool, or internal discipline log.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. If a student is permitted to return to school and directed to leave a second time for non-compliance the removal from the school building will result in permanent placement into remote instruction for the remainder of the semester, including being banned from being on school premises at any time or at school-related events.
- Visitors (including parents) will be discouraged. Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering (if they do not have one), upon signing in at the main office 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 school safety officer or building administrator. Visitors will complete the Covid-screening questionnaire upon entry.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. If a student is permitted to return to school and directed to leave a second time for non-compliance the removal from the school building will result in permanent placement into remote instruction for the remainder of the semester, including being banned from being on school premises at any time or at school-related events.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.

- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office 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 school safety officer or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action
- Playgrounds will be divided to allow students to social distance and remove masks.
- Hallways will have direction arrows, so the traffic flow is in one direction and keeps students moving so they are not congregating in hallways.

## 2. Hygiene

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

***We plan to implement all of the STRONGLY RECOMMENDED practices in our plan.***

- Common lessons for DK-2 and 3-5 and secondary (6-12) handwashing lessons will be provided when students return to school. Common lessons for the appropriate way to appropriately sneeze and cough, will also be shared. These lessons will be reinforced daily. DK-5 classrooms will build hand washing time into their daily schedule. 6-12 students will be reminded to wash their hands upon entering class at the beginning of each class period.
- Soap, hand sanitizer, paper towel and tissue will be provided in every classroom. Mt. Pleasant's custodial company, GRBS, will be alert to systematically and frequently check and refill soap and hand sanitizers. 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. It will include:
  - Hand-washing schedule
  - Room and materials cleaning schedule
- Signage will be posted for hand sanitizing, coughing/sneezing.
- Signage and hand sanitizing stations will be placed in all entrances of buildings and classrooms.
- Sharing school supplies will be limited, each student will have their own supply box for materials.
- A list of these supplies will be generated for each grade level and or specific middle school or high school courses and posted to the school website.

### 3. Cleaning

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

- District and building level administration will review all guidance related to cleaning and disinfecting the buildings.
- Custodians will keep the maintenance director apprised of supplies and need to order.
- Custodial team will systematically and frequently check and refill soap and hand sanitizers. Students will be reminded to share any concerns with empty soap/sanitizer immediately with their teacher or other staff.
- Additional training emphasizing the importance of sanitation will be provided to the GRBS Custodial Group. GRBS will provide extra staff to disinfect daily.
- All disinfecting will be completed with an EPA approved Emerging Virucidal Pathogen (EVP) Claim against the SARS-CoV-2 (COVID -19).
- All facilities will be electrostatically disinfected on a recurring schedule by GRBS.
- Playgrounds will undergo routine cleaning and electrostatic disinfecting by GRBS.
- Disinfectant solutions, towels or wipes will be strategically placed in classrooms, libraries, computers, etc so desk, doors, flat surfaces could be cleaned after every class period when students leave the room before a new group of students enter the room.
- Every classroom will use bulk disinfectant wipes to disinfect student desks and high frequency touch points after every class period where students are moving. Staff are required to wear gloves, mask and face shield.
  - At the lower grade level classrooms cleaning and disinfection supplies will be locked away in storage or place above reach of the students.
  - Gloves will be placed next to the cleaning supplies to use while cleaning.
  - Each room will have a chart with time, date and initials of when
- Buses will be disinfected with an electrostatic sprayer after each run and at night, Each driver will have a supply of wipes to disinfect frequently touched surfaces; hand sanitizer is required for Phase 4.
- Doors to classrooms will be left open as much as possible. This will lower the risk of too many hands touching door handles.
- Windows will be open while the cleaning is taking place.
- HVAC systems are being adjusted to bring more fresh air into classrooms. Air filters will be changed more frequently and higher MERV rated filters will be used to contain smaller particles.

#### 4. Athletics

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

- All athletic programming will be suspended until the region has maintained Phase V status for at least 28 consecutive days. At that point, consideration for resuming athletics for the next available sports season (fall, winter, spring) will be made. (Budgetary priorities for core instruction and safety as well as inability to adequately train, clean/disinfect equipment, safely transport students, and monitor spectator and competitor compliance contributed to this decision.)
- All athletic programs will follow the MHSAA guidelines.

#### 5. Screening

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

- Detailed information regarding staff and student screening will be readily available on the district's web site. Every employee will take an electronic screening every time they report to work in a school building. This information will be collected and reviewed by the Human Resources Office.
- A copy of our screening and exposure plan will be submitted to the Isabella County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department.
- Each school building will identify a remote and secluded room to serve as an isolation area. This room will be outfitted with appropriate PPE including face shields, masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, and log sheets.
- From the time of identification of potential infection, the student will not be left unattended by the adult supervising the isolation room and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a daily health safety screener prior to entering the building. This will include taking their temperature and reporting this daily.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this

to our Human Resources Office. The Human Resources Office will monitor this information daily and follow up with any symptomatic person to direct where, when, and how to get tested and report those results back to the school as soon as available.

- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

## 6. Testing

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

- Mt. Pleasant Public Schools will continue to cooperate and work closely with the Isabella County Health Department regarding protocols and screening for staff and students.
- Any student or staff that is sent home with COVID-19 symptoms will be sent home and strongly recommended they be tested. School will communicate with our local health department regarding a possible case. We will follow their instructions and protocols they recommend at the time.
- Every main office will have a touch free thermometer.
- A temperature screening schedule will be established DK-5 so that temperature screenings will occur on rotation to identify any high temperature concerns.
- 6-12 teachers will begin daily in-person lessons with reminders of the screening questions and encouragement of any student not feeling well to report to the office for further screening, and to take their temperature.

## 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).

- Contact will be made with Dean Transportation to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- Busses will be properly cleaned after the departure of the last child from each run. Logs will be maintained.
- Disposable face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Communication will be sent out on a regular basis to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any students and who for medical reasons will not be wearing a face mask.

- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

**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.**

- MPPS will continue to follow Phase 4 plans to support student and staff safety.
- Current research will be shared with both families and staff regarding the possibility of the transition to Phase 5.
- An opinion survey regarding continued emphasis on the strongly recommended protocol will be provided to families and staff to guide the transition. (Example: continued emphasis on wearing masks at all levels).
- The administrative team will review survey data, and work with stakeholders to determine which policies are procedures we may have some flexibility with as we transition to Phase 5, and which protocols we commit to sustaining.

**1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region BC in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.**

- MPPS will continue to follow Phase 4 plans to support student and staff safety.
- Current research will be shared with both families and staff regarding the possibility of the transition to Phase 5.
- An opinion survey regarding continued emphasis on the strongly recommended protocol will be provided to families and staff to guide the transition. (Example: continued emphasis on wearing masks at all levels).
- The administrative team will review survey data, and work with stakeholders to determine which policies are procedures we may have some flexibility with as we transition to Phase 5, and which protocols we commit to sustaining.

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*.

- MPPS will make every attempt and effort will be made to honor the Highly Recommended procedures and routines in Phase 5.
- As we transition into Phase 5, classroom seating arrangements will be revisited. In some cases, spacing may be reduced to 4-5 feet between desks.
- If we cannot ensure 6 feet of space between desks in Phase 5, all students will continue to be required to wear a mask. If we can continue to have 6 feet of spacing between desks, students could be allowed to remove their mask while they remain seated.

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**.

- MPPS will NOT exclude any of the highly recommended protocols while in Phase 4.

## 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 13, 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:**

*The Preparedness Plan will be collected by the Gratiot Isabella Regional 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: Jennifer Verleger**

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

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