

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 3:15pm
8/3/20

Name of District: Holt

Address of District: 5780 West Holt Road

District Code Number: 33070

Web Address of the District: www.hpsk12.net

Name of Intermediate School District: Ingham

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.

The district plans to use a remote model of instruction using online learning platform as the primary mode of instruction (Google Classroom). For those students that do not have a device, the district will provide devices in grades TK-12. Students without devices or internet access will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. 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 schedules, weekly contact with students (live and/or recorded instruction, small group, whole group, 1-1) and monitor attendance per district direction. This may be done through the use of technology 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, maintain connections and academic feedback/assessment. 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.

For students with technology access, content will be delivered through the online platform, (Google Classroom). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons multiple times per week. 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 through all multiple pathways.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (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. 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.

The plan will be communicated through our School Messenger, Staff and Townhall Meetings, and Social Media. Parents and guardians will receive frequent updates from the district and building level. 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 social media accounts.

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 these courses. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, academic outcomes and completion of assignments. Teachers 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 need to 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 (31N Coordinator, DHHS, ISD supports etc.),

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 or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

See Remote Learning Guidelines, pages 2-8.
See Reopening Plan, pages 5-7

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.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, and all student orientations, and all staff orientations. (3 weeks prior to the return to face to face instruction)
- Students and parents will be asked to watch a safety video on the wearing of and expectations for maintenance of face coverings. (3 weeks prior to the return to face to face instruction)
- 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. (3 weeks prior to the return to face to face instruction)
- Face coverings will be ordered and provided to every student and staff member on a daily basis they do not arrive with a covering. These will be placed on busses and in the classrooms every evening by the custodial and transportation staff. (3 weeks prior to the return to face to face instruction)
- Individuals (staff or students) who claim medical exemption will need to meet with the district /Principal/HR to provide rationale and documentation. (3 weeks prior to the return and continues throughout the school year)
- Exempted individuals will be documented at the HR level for staff and building level for students.
- 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.

- Students showing patterns of non-compliance will be removed from the classroom. If warranted, the student will be 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. Continued removals from the classroom will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the Principal/HR.
- Substitute Teachers 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.
 - Upon return to face to face instruction, to mitigate student interaction from various cohorts, students TK-6 will stay with their cohort for the school day (single entrance/exit, directly to classroom, breakfast/lunch in classrooms, electives come to classrooms, and recess with classroom cohort) . Please see Reopening Plan for further details.

In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

See Reopening Plan for more details

2. Hygiene

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

- Every classroom will be supplied with handwashing supplies.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash cans) 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 in place.
- Teacher or school nurse will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - Proper handwashing on the first day of school and reinforce 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.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, and tissues
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways starting August 10th.
 - Monitor hygiene supplies and refill as needed three times daily
- Sharing school supplies will be limited, and each student will have their own supply box for materials.

A list of these supplies will be generated as appropriate for each grade level and or specific

middle school or high school course and posted to the school website.

See Reopening Plan for more details

3. Cleaning

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

Sanitizing supplies will be kept in classrooms; students are expected to wash their hands often and thoroughly, and the students should work together with the teacher to sanitize the rooms periodically throughout the day. Custodians will systematically and frequently check and refill soap and hand sanitizers. See pages 3-4.

4. Athletics

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

Holt Public Schools will follow the MHSAA Guidelines for Fall Practices and Competitions (posted July 29, 2020) as well as directives issued from the Superintendent and/or Holt Board of Education.

At the present moment, MHSAA guidelines are a phased in approach to starting fall athletics. There will be no scrimmages allowed. MHSAA recommends that fall competitions will take place as locally as possible with no large-scale events, invitationals or tournaments. Low risk fall sports (Golf, Tennis, Cross Country and Swimming) will begin practice and competitions on time starting August 12. For swimming, we will follow the indoor policies put in place by the Governor's Executive Order. Moderate risk sports (Volleyball and Men's Soccer) will begin practice on August 12 as scheduled, however, competitions will be decided by MHSAA on or before August 20. Similarly, high risk sports (Football) will also begin helmet only conditioning and practices as scheduled on August 10 with the decision for competitions to be made on or before August 20.

In addition, finalized fall sports guidance documents for the safe return to activity, including general information along with sport-specific directives for students, coaches, staff, officials and media members can be found at **MHSAA.com** on each sports page and comply with all Executive Orders from Governor Whitmer. Spectator guidance will be added once those number of individual limits are finalized by the Governor's office. Holt coaches will follow the recommended sport specific guidelines post on the MHSAA website, including but not limited to, pre-screening of all student-athletes and completing a digital log that will be utilized for contract tracing should an athlete test positive for coronavirus.

Holt Public Schools will also follow the MHSAA guidelines for winter and spring sports to be completed at a later date.

5. Screening

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

We will cooperate and collaborate with the local public health department regarding implementing protocols for screening students and staff. Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms,

or have a temperature of 100.4 or greater, they should stay home and may consider coronavirus testing. All staff members will check in through an electronic form every morning before entering the building. Families will check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater will stay home and consider coronavirus testing if symptoms of COVID-19 are present. See page 17

6. Testing

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

Student who become ill with symptoms of COVID-19 will be placed in an identified quarantine area until they can be picked up and transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious and following most current CDC guidelines for turning to work. We will provide staff with guidance on confidentiality laws and statues that protected student and staff health information. Student and staff communicable disease related information is protected health information. See page 17

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 sanitizing dispensers will be installed on each bus in a location that meets the state police requirements and will be filled as needed by transportation staff. Face shields and/or face masks will be worn by all drivers. Face masks will be available on each bus for students who need them. Each bus will be cleaned and disinfected by the bus driver at the completion of their morning route and after their afternoon route as well as after mid-day routes on applicable buses. If a student is not allowed to board the bus for some reason the driver will radio the transportation department for the family to be contacted to provide transportation for the student. The bus windows will be open as weather permits to allow for increased circulation during the bus routes and between routes while parked in the bus lot. Physical distancing on school buses is extremely difficult. It is strongly recommended that families transport their children to school, when possible.

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.

We will implement policies and procedures identical to what we are doing in phase 4, opting to implement consistent practices for the ease of communication and consistency. See all of letter B for examples of what we are doing, as well as pages 2-21 of our District Reopening 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*.

We will be implementing all required and recommended protocols.

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 has documented and planned to implement all of the highly recommended protocols from the Return to School Roadmap. Prior to implementation, we will integrate newest, best practices accordingly. Along with implementation, the district will monitor intended outcomes and adjust to meet the needs of our community based on new recommendations.

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

No

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:

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: