

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

**Name of District:** Williamston Community Schools

**Address of District:** 418 Highland Street, Williamston, MI 48895

**District Code Number:** 33230

**Web Address of the District:** [www.gowcs.net](http://www.gowcs.net)

**Name of Intermediate School District:** Ingham County

**Name of Authorizing Body (if applicable):** Williamston Community 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.

### Description of our remote learning plan

The district plans to use online learning platforms as the primary mode of instruction (i.e. Google Classroom, Seesaw). Chromebooks will be provided to families who need them. A limited number of hotspots are available and will be distributed based on need. Limited access to school buildings for internet access is also being planned. Devices for GSRP preschool students will be available as needed. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Differentiated instruction will be provided to students based on need. The district will do everything it can to meet student needs and allow for full participation.

Teachers and staff will be expected to make regular contact with students and have two-way communication. This may be done through the use of technology (example: virtual meeting, email, daily lessons, through the instructional platform). Teachers will focus on building relationships, maintaining connections, and academic rigor. We will encourage relationships between students through technology (virtual meeting, instructional platform, email).

Content will be delivered through the online platform. Teachers will be accessible for synchronous instruction (virtual meetings/office hours) and asynchronous instruction through pre-recorded videos/lessons regularly. This will be supplemented with phone conferencing to support instruction. A daily schedule will be followed similar to an in person school day. Elementary, Secondary and GSRP preschool will each have their own scheduled times for special education, ARC, MTSS and in person support.

Teachers will monitor student access and assignment completion regularly within the instructional platform. Teachers will provide relevant and timely feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet students’ needs. For instance, providing reteaching, modeling, or examples through the instructional platform and during virtual meetings. Other forms of communication such as email or phone call may be used as a follow up if needed.

Families will be notified via the School Messenger system when the Board approved plan is posted on the district website.

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 CTE program to ensure our students have the ability to complete these courses. When needed, the district will ensure our students have the necessary resources.

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.

The district will survey all parents and/or students to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors and/or appropriate ancillary staff will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help their needs. Teachers will monitor and assess the needs of students and families through their weekly communication. If a need is identified, the teacher will elevate that need to the counselor/ancillary staff/principal to make the necessary follow-up if needed. The principal will hold virtual meetings as needed 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.

WCS will be utilizing a virtual instructional platform during phase 4 from August 31-Oct. 16th. When teachers and students are in the building for face to face instruction the following will be adhered to:

- Facial coverings will be worn by all students and staff in the classroom.
- Facial coverings will be worn by all students and staff during school transportation.
- Facial coverings will be worn by all students and staff in hallways and common areas.
- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in communications to families, in handbooks, and as a part of student and staff orientations.
- Buildings, grounds, and transportation signage will be prominently displayed in all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, and bus.
- Face coverings will be provided as needed in school buildings.
- Individuals (staff and students) who claim medical exemption will need to meet with district designee

(building principal or designee) to provide documentation.

- Exempted individuals will be recorded in a master database and communicated with necessary staff.
- Students who are capable of wearing face coverings 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. The instance will be documented as a log entry in SWIS/PowerSchool.
- Students and staff who are capable of wearing a mask and refuse to do so will be addressed by an administrator and could face progressive disciplinary measures.
- Guests to the school building are required to wear a mask and one will be issued as needed. Guests refusing to comply will be asked to leave the building.

## 2. Hygiene

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

During virtual instruction from August 31 to October 16th, there will be limited need for hygiene protocol for students. Those that are in the building and in a classroom will follow WCS protocols to ensure safety.

- Each classroom will have a hygiene protocol with timelines that will include hand-washing and room and materials cleaning procedures.
- Instruction will be provided and reinforced for proper handwashing, how to cough and sneeze into elbows, or how to cover with a tissue and dispose of in the trash. Details of this instruction will be shared with families.
- Custodial staff will:
  1. Procure adequate soap, hand sanitizer, paper towels, to meet the school need
  2. Post visuals related to cleaning and hygiene strategies in each room, restroom, throughout the hallways
  3. Monitor hygiene supplies and refill as needed
  4. Procure hand sanitizing stations as deemed necessary during walk-through with building leader
- Staff will contact the custodial staff as soon as possible if supplies run out during the school day.
- Sharing of school supplies will be limited, and efforts made for students to have individual materials.

## 3. Cleaning

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

- District Level Administrators and Building Operations 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 - 2021 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 spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Custodial staff will walk the building wiping all high frequency usage areas at designated times.
- All shared classrooms (art, music, gym, and media centers) will have EPA-approved cleaning supplies. The teacher/staff member of record for the area will wipe down all frequently used materials after each class has exited.
- Elementary teachers will wipe down the students' desks mid-day. Secondary teachers will clean surfaces after each class period.
- Training on cleaning materials and protocols will be provided to the staff, which will include proper use of PPE when cleaning classrooms, and protocols for 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).

- All district provided athletic programs will follow the direction and guidance of the MHSAA for all sports offerings.
- If the MHSAA allows sports to occur in Phase 4, our district will analyze factors surrounding offering athletics (Safety of students, budgetary priorities in district, cleaning/disinfecting equipment, safe transportation, monitoring spectators, etc.) when determining if sports will occur or not per individual athletic seasons (fall, winter, spring).

#### 5. Screening

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

- All school staff will be required to conduct a health safety self assessment prior to coming to work and verifying through a Google document that they are safe to work.
- Families will conduct self-screening on their child/children prior to school each day. Students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Documentation will be developed for verifying wellness checks.
- All school buildings will have a designated quarantine area for symptomatic students to await pick up.
- If a student demonstrates symptoms while at school, 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.
- Students will need to be kept at home until they have tested negative for COVID-19 or have completely recovered according to CDC guidelines.
- The health department will be called after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

#### 6. Testing

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

Our schools will work with the Ingham County Health Department to follow their guidance if a student or staff member becomes ill with COVID-19.

- Students who develop a fever or become ill with COVID-19 symptoms 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 a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, the school will work with the health department to contact those who had close contact with the COVID-positive student or staff member. Close contact is defined as those who spent more than 15 minutes less than six feet apart. The health department would further guide next steps which may include quarantine for 14 days at home and/or testing.

#### **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).

From August 31 to October 16th students will be instructed virtually. If students are transported on a school bus, the following protocols will be implemented:

- Hand sanitizers will be installed on all buses and riders will be required to use sanitizer upon boarding.
- All staff and students are required to wear facial coverings while on the bus. Masks will be available at the entrance of the bus in the event that a student does not have one.
- Visuals will be added to buses to address the use of facial coverings and hand sanitizing protocols.
- Communication will be shared with bus drivers regarding medical plans for any students unable to wear a mask on the bus.
- Weather permitting, bus windows will be open while the vehicle is in motion to increase air circulation, if this is deemed appropriate and safe.
- Bus drivers will clean and disinfect vehicles after each transportation route is completed.
- Weather permitting, doors and windows will be kept open when cleaning and between trips.
- If a student becomes sick during the day, they will not be permitted to ride the bus. Families will be called to pick their child up.
- Training will be required for all bus drivers to address new safety protocols.

**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.**

All protocols implemented in Phase 4 will continue to be implemented 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*.

The highly recommended protocols that we are going to implement if WCS is face to face with students in phase 5 are:

- All staff wear facial covering except when eating
- Homemade facial coverings should be washed daily
- Disposable facial coverings should be disposed of at the end of the day
- Facial coverings should be worn by everyone in hallways Prek-12
- Provide adequate supplies (soap, sanitizer, tissues, signs)
- Teach and reinforce handwashing with soap and water for 20 seconds
- Educate staff to cough and sneeze into their elbow
- Schools will have an identified quarantine area
- Any symptomatic student will be quarantined and have a mask on until picked up
- Symptomatic students will stay home until they test negative or recover according to CDC guidelines
- Strict records, including date and time, should be kept of non-school employees or any visitor
- Students with COVID-19 symptoms will wear a mask and be transported by parent/guardian to off-site testing
- Staff or students will remain home until they have tested negative, or have been released from isolation according to CDC guidelines
- Classroom and/or school families will be notified of the presence of any lab positive cases of COVID-19
- In the event of a lab or clinically diagnosed case of COVID-19, the school will work with the health department to contact those who had close contact with the COVID-positive student or staff member. Close contact is defined as those who spent more than 15 minutes less than six feet apart. The health department would further guide next steps which may include quarantine for 14 days at home and/or testing.

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*.

There are no highly recommended protocols that WCS would not include in Phase 5 of the Preparedness Plan.

- 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**.

Williamston Community Schools will need to exclude the following if we return to a face to face model within phase 4:

**Hygiene**

- Portable handwashing stations throughout school buildings

## 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 12, 2020**

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

<https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000091>

**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: Kelly Campbell**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 13, 2020**

**Date Submitted to State Superintendent and State Treasurer: August 17, 2020**