

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

07/10/220

Name of District: Grand Ledge Public Schools

Address of District: 220 Lamson St, Grand Ledge, MI 48837

District Code Number: 23060

Web Address of the District: <https://www.glcomets.net/>

Name of Intermediate School District: Eaton RESA

Name of Authorizing Body (if applicable): NA

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 following expectations outline the GLPS plan for offsite and online learning. It is important note that GLPS will follow these procedures in phases 1-3 AND until such time that it can adequately meet all requirements and strong recommendations in Phase 4 or the region moves to Phase 5. GLPS plans to be in this format through the end of the first trimester, or December 4th, 2020. During this time, small groups of students may be admitted into the buildings for support or programming, as long as the region remains in Phase 4 and all Phase 4 requirements and strong recommendations can be followed. GLPS will work with all employee groups throughout implementation of this plan.

Offsite, Online Learning Requirements

1. Students will utilize tools that can easily shift between offsite and in person learning These include, but are not limited to:
 - K-2 - Seesaw, Florida Virtual Learning content, IXL, Journeys, Everyday Math, and other classroom apps
 - 3-6 - Google Classroom, Florida Virtual Learning content, IXL, Journeys, Everyday Math, and other classroom apps
 - 7-12 - Google Classroom, IXL, curriculum resources, and Florida Virtual Learning content, activities, and assessments
 - K-12 - Instructional Routines started on the first day of school and practiced on-site during the first two weeks of school. If not in school routines will still need to be practiced during remote learning.
 - K-12 - Establishing instructional routines for delivery of content for synchronous learning: Warm Up/Greetings, Introduction of new material, practice digitally, feedback, check for understanding/exit ticket. (Example: Think, Pair, Share or I Do, We Do, You Do)
 - K-12 - Using Zoom/Google Meets as an instructional platform
 - K-2 accessing school work on Seesaw; 3-12 - Students accessing school work on Google Classroom.
 - K-2 Submitting assignments/school work on Seesaw; 3-12 - Submitting assignments/school work on Google Classroom.

- K-6 - Teachings students and/or parents how to advocate digitally (offsite) using email or other; 7-12 - Teaching students how to advocate for themselves digitally (offsite) using email or other.
 - K-12 - Capturing Kids Hearts: Establishing an authentic digital social contract with students when using technology (example: Zoom, Breakout rooms, electronic communication)
2. In an offsite learning period, the following district expectations are in place:
- Teachers, administrators, counselors, and support staff will be available and fill roles to help ensure students have the opportunity to learn and support they need to be successful
 - Student mental health screening and social and emotional learning protocols will be implemented;
 - Plans will be implemented to allow students to safely be in buildings
3. In an offsite learning period, the following teacher expectations are in place:
- Record daily attendance
 - Provide daily synchronous and/or asynchronous learning activities
 - Provide daily/weekly whole group instruction (video and/or live)
 - Provide regular small group learning opportunities, as needed
 - Document a minimum of one two-way communication with each student each week
 - Respond to all student phone calls/emails in a timely manner
 - Be aware of students' social and emotional well-being
 - Make contact with students who are not engaged/participating and make recommendations to counselors for students who need additional support.
 - Regularly update grades:
 - Elementary (K-3) teachers will complete standard grades at the end of the trimester.
 - Elementary (4-6) teachers will keep grades current in PowerSchool.
 - Secondary (7- 12) teachers will keep grades current in PowerSchool.
 - Secondary teachers will provide a weekly agenda/schedule for students at the beginning of each week.
 - Elementary teachers will provide a weekly and/or daily agenda/schedule for students.
 - Teachers at each level will use the same learning platform for online learning:
 - K-2 BUZZ Learning Management, and/or Seesaw or Google Classroom
 - 3-6 BUZZ Learning Management, and/or Google Classroom
 - 7-8 BUZZ Learning Management, and/or Google Classroom
 - 9-12 BUZZ Learning Management, and/or Google Classroom
4. In an offsite learning period, the following parent expectations are in place:
- Identify learning mentors to help students throughout the day; these could be parents, grandparents, older siblings, or any adults able to help students with their school work.
 - Help develop the student's learning schedule.

- Communicate clear expectations and guidelines for attendance, work completion and quality of work.
- Review instructor feedback with the student.
- Review the student's Grand Ledge email account with their student.
- Track online progress and communicate regularly with teachers
- Monitor student progress daily/weekly to help the student stay on track
- It is suggested that parents of elementary students:
 - Work side by side as needed
 - Be present and available as students are working
 - Encourage students to be good self-advocates by asking for help when needed.
- It is suggested that parents of secondary students
 - Support and encourage
 - Help students become organized, self-directed, independent learners
 - Encourage students to use the resources available (directions, materials, office hours) to help them succeed.
- Ensure weekly two way communication with teachers.

5. In an offsite learning period, the following student expectations are in place:

- Students are expected to fully participate in all class activities online, including regularly scheduled "live" lessons.
- If absent, students are expected to demonstrate mastery of standards for the assigned work. Multiple absences will be subject to the district's attendance policy.
- Students will be good self-advocates by asking for help when needed; students will participate in office hours if the teacher has requested to meet with the student.
- Students will work toward mastery of grade level/subject area Common Core and Michigan Content Area Standards.
- Take all standardized assessments (M-STEP, NWEA, PSAT, SAT, etc.).
- Completing all work assigned in online classes and communicating regularly with teachers.
- Expect to do up to six hours of core and specials/electives learning activities each day, as developmentally appropriate per grade level; these may include, but are not limited to:
 - Brain Breaks
 - Recess/Movement
 - Reading or Read Alouds
 - Life Skills
 - Outdoor Exploration
 - Free Play/Creativity/Family Choice

6. It is important to note that in extended offsite learning periods, teachers and students are responsible for following pupil accounting requirements outlined in the 5-0-D section of the state pupil accounting manual.

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.

For anyone entering a school building in Phase 4, the following rules apply:

PPE

- Facial masks must always be worn by staff; students, K-12; and when other adults enter the building at all times. This includes during school transportation, entering the building, in the hallways/common areas, and within the classroom. Staff, students, or adults that do not wear a mask are an imminent risk to others.
 - Each classroom/office space must have extra masks.
 - Provide instruction as to what it looks like to have a mask on - covering the mouth and the nose.
- Facial masks must cover the mouth, nose, and chin area, and they must meet current dress code expectations.
- Facial masks may be removed during meal times. Masks may be removed while seated and eating.
- During outdoor recess, masks are recommended; however, they may be removed with appropriate social distancing.
- Homemade facial masks must be washed daily; disposable facial masks must be disposed of at the end of each day.
 - Provide communication to parents as to washing masks daily and how to wash masks.
- Student-friendly signs will be posted in multiple locations throughout the building and on buses to clearly define facial mask expectations; signs will also be posted at each point of entry.
- Any staff member, student, or adult that enters the building without a mask will be provided with a school-issued facial mask and asked to wear it immediately. If the school-provided covering is refused by a staff member or parent, then they will be asked to immediately leave the building until they return with a mask. Students that refuse to comply with this district-wide expectation will be subject to disciplinary actions in compliance with their respective student handbook and potentially removed from the building.
- Facial mask expectations will be clearly communicated to staff, students, and adults prior to the beginning of the school year to ensure that expectations are clear, and to promote the consistent use of a facial covering prior to the start of the school year.
- Facial masks must not be worn by staff, student, or parent under the following circumstances:
 - Significant medical condition with documentation provided by a medical professional

- Significant disabilities (direction from MDE pending)
- Inability to remove the facial mask without assistance
- Individuals that fall into the aforementioned areas must wear an alternative facial covering, and these alternative facial coverings will be approved by special services director, Sara Holding.
- The district will be sure each bus always has a box of masks.
- The district will be sure that boxes of masks are available to provide students/staff when needed.

2. Hygiene

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

For anyone entering a school building in Phase 4, the following rules apply:

Hygiene

- Ensure/audit that each building has working dispensers throughout the building filled with sanitizer containing at least 60% alcohol. Buildings will create plans to ensure that these dispensers are refilled in a timely manner throughout each school day.
- Provide extra hand sanitizer for classrooms without sinks or may be sharing sinks.
- Signs throughout the school building will teach and reinforce healthy hygiene.
 - Use lessons to teach proper hand washing, sanitizing, and sneezing/coughing into elbows.
 - Post visuals for proper hand washing and sanitizing processes.
 - Have social stories available for proper hand washing and sanitizing.
- Staff will require students to wash their hands every 2-3 hours (soap, water, and/or sanitizer)
- Staff will limit the sharing of items between students. Items that must be shared will be disinfected between uses as discussed under cleaning guidelines below.
- When possible students' personal items will be kept in separate, individual areas or on their persons.
 - Encourage the use of backpacks
 - Personal items go home routinely to be washed/sanitized
- Hand sanitizers are set up throughout the school buildings

3. Cleaning

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

For anyone entering a school building in Phase 4, the following rules apply:

Cleaning

- Frequently touched surfaces including light switches, doors, benches, bathrooms, and playground equipment will be cleaned throughout the school day by custodial staff in a rotation determined by administration and the head custodian in each building. Staff must wear gloves, surgical masks, and a face shield when performing all cleaning activities.

- Libraries, computer labs, arts, books, and other hands-on classrooms must undergo cleaning after every class period if new students are coming into the class/library with either an EPA-approved disinfectant or diluted bleach solution. School staff and student volunteers will support this; they will wear the aforementioned protective gear.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. School staff and student volunteers will support this; they will wear the aforementioned protective gear.

4. Athletics

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

For anyone engaging in athletic activities in Phase 4, the following rules apply:

Athletics

- Must conform to MHSAA and NFHS regulations.
- Students, teachers, and coaches must wash hands before and after every practice; must confirm symptom-free prior to the event.
- All equipment must be appropriately cleaned before and after use.
- Inter-school competitions may be held provided that face coverings are worn if transportation is provided. Buses must be cleaned before and after each use.
- Spectators may attend events, facial coverings must be worn, social distancing of 6 feet, and entry/exit points are closely monitored.
- No sharing of equipment, including water bottles. Individual water bottles mandatory.
- Indoor weight rooms and conditioning areas closed; outdoor weight rooms and conditioning areas open, with social distancing.
- Large scale indoor spectator events are suspended; outdoor spectator events are open and limited to 100 people. People not part of the same household must maintain a 6-foot distance.

5. Screening

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

For anyone entering a school building in Phase 4, the following rules apply:

Screening of Staff and Students

- Grand Ledge Public Schools will strictly follow the guidelines provided by the Barry/Eaton Health Department. Each building will be accessible through one door only, and the door will be staffed during posted hours. Anyone entering the building will be subject to the screening requirements as recommended by the Barry/Eaton Health department.
- Surgical masks and gloves must be worn by staff working with ill students; students that become ill at school must wear a surgical mask.

- Quarantine requirements will be strictly followed
- Current staff members that are responsible for supporting ill students in each building will continue to work within their pre-established teams. Team members will continue to move ill students or staff to a designated area in their building as they have done in the past.
- In certain predetermined programs, parents will conduct daily self-examinations with their children at home. If children are symptomatic, they must be kept home from school.
- All staff will report their screening documentation through electronic means (QR code) when they enter a building. If a staff member works in multiple buildings, they must document their screening results when entering each building.

6. Testing

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

For anyone entering a school building in Phase 4, the following rules apply:

Testing Protocols for Staff/Students and Responding to Positive Tests Among Staff and Students

- Grand Ledge Public Schools strictly follow the guidelines provided by the Barry/Eaton Health Department regarding recommendations for communicating with families about positively documented cases, and Grand Ledge Public Schools will support the Barry/Eaton Health Department with contact tracing.
 - If a positive case is identified within the building, the Eaton/Barry Health Department will handle communications with families of students exposed to that positive case. Grand Ledge Public Schools will support the Barry/Eaton Health Department by providing attendance lists and seating charts to help identify students that were potentially exposed. Barry/Eaton Health Department will communicate with families of students potentially exposed.
 - The Barry/Eaton Health Department will determine and enforce quarantine requirements for staff and/or students exposed to a positive case, and Grand Ledge Public Schools will follow and enforce all expectations provided by Barry/Eaton Health Department.
- The following presentation outlines the policies and procedures shared by the Barry Eaton Health department to help schools plan:
<https://www.barryeatonhealth.org/sites/default/files/COVID-19%20School%20Presentation%20BEDHD%207-23-20.pdf>

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).

For anyone entering a using transportation in Phase 4, the following rules apply:

Busing and Student 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 grade preK-12, if medically feasible, must wear facial coverings on the bus.
- Clean and disinfect transportation vehicles, frequently touched vehicles, and transportation equipment before and after every transit route. (Children must not be present during cleaning)
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick, they cannot return home using group transportation.
- Weather permitting, keep doors and windows open during cleaning.
- Weather permitting, consider* keeping windows open during transit.

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.

At this time, GLPS expects to fully implement all strongly recommended elements listed in in the Phase 5 section of the return to school roadmap and allow all students who are able and choose to return to in person instruction. A full online option will still be available to families in Phase 5, and it will follow the guidelines outline for implementation in Phases1-4. However, as we have done in each step along the way, we will work with all stakeholders to determine feasibility of implementation for each piece outlined in the plan. We will re-engage implementation teams to discuss each element and make a final recommendation prior to moving to Phase 5 implementation.

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*.

At this time, the district plans to implement all strong recommendations. Implementation teams will reconvene to work out the details of this implementation.

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*.

At this time, the district plans to implement all strong recommendations. Implementation teams will reconvene to work out the details of this implementation.

- 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**.

GLPS will follow all strongly recommended protocols for Phase 4 for all students and staff entering the buildings during the district's offsite, Phase 4 learning plan. This includes maximizing social distance, having students face the same direction, limiting access to anyone other than staff and students, and installing signs and spacing markers where needed, and everything listed in this document. Since students will be primarily learning from home, vulnerable students and staff will be kept safe as they do not need to enter the buildings, and all strong recommendation should be followed. The district's decision to start the year in an offsite learning mode is the direct result of the fact that its employees are committed to implementing all Phase 4 requirements and strong recommendations with fidelity, and school leaders did not feel confident in the district's ability to do so effectively.

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: 8/10/20

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

<https://www.glcomets.net/boardofeducation/2020-meeting-schedule/>

Link to the approved Plan posted on the District/PSA/nonpublic school website:

<https://GLcomets.net/ReturnToLearn>

Name of District/PSA/Nonpublic Leader Submitting Plan:

William Barnes, Ed.D.

Assistant Superintendent for Academic Services

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: Cindy Anderson, Superintendent, Eaton RESA 8/10/2020

Date Submitted to State Superintendent and State Treasurer: 8/13/2020