

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: Clare-Gladwin Regional Education Service District

Address of District: 4041 E. Mannsiding Rd., Clare, MI 48617

District Code Number: 18000

Web Address of the District: cgresd.net

Name of Intermediate School District: Clare-Gladwin Regional Education Service District

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.

Area School & Early Childhood Special Education:

The Clare-Gladwin Area School and Early Childhood Special Education Program (ECSE) plan to use various types of instruction to meet the needs of our student population, which requires adapted or modified curriculum using teaching strategies that may not be adequately met through online instruction. Therefore, our main alternate mode of instruction will be through project-based learning, instructional packets, and mailings. Mailings may include pre-recorded lessons, video activities and project instructions. These pre-recorded lessons will be dispersed to students on DVDs or thumb drives. Our staff will offer guidance through online instruction. The instructional packets and other materials will be provided during meal distribution, delivered by mail, or through parent pickup at the school. If students do not have access to the materials needed, such as paper, pencils, crayons, or other items needed for the instructional packets, those items will be made available to them. To better support our students who do not have devices, one may be checked out upon parent request. The parent or guardian will need to sign an Acceptable Use Policy, and the device will need to be returned by the last day of school. Staff will monitor student activity via Lightspeed. Many of our students do not have adequate internet connections to access the materials. In Clare and Gladwin Counties, there are several areas in which families can access free Wi-Fi. A map will be provided to families so they are able to locate the Wi-Fi hotspot closest to them.

Teachers will be expected to make several weekly contacts with students through two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind, text messages, etc.) or through weekly phone calls. Communication will have an emphasis on continuing to build relationships, maintaining connections and delivering instruction. Teachers will be accessible for synchronous instruction at least once per week and asynchronous instruction through recorded videos/lessons multiple times per week.

Teachers will monitor and provide feedback to students on work tasks/instructional packets, which will be collected each week during meal distribution, by mail, or personally delivered to the school by the parent. Envelopes and postage will be provided by the district.

Teachers will review the instructional packets and provide feedback to the student during their weekly communications (phone call, virtual meeting, message or email, etc.). Feedback from the teacher will include differentiated work as needed and examples to support student learning.

Parents will be surveyed to determine the current mental health needs of their child. An online form will be available for parents/students to request support. Based on the survey results, itinerant staff or administration will reach out to individual students and families to determine what they may need. Itinerant staff will help connect the family to outside agencies to help meet the families' needs as appropriate. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will share that need with itinerant staff or administration who will make the necessary follow-up. Administration will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

Career & Technical Education:

The four key components to a highly effective CTE program as established by the state Office of Career and Technical Education (OCTE) are Classroom and Laboratory Learning; Work Based Learning; Youth Leadership Development; and Credential Attainment. In Phases 1-3, CGRES D CTE programs will provide high-quality instruction and experiences to students in the following ways:

Classroom and Laboratory Learning:

- CTE students will be provided with daily instruction of CTE content standards via paper/pencil or online activities and lessons; learning lab kits that will be sent home to all students at least one time per week; virtual field trips; and lab demonstrations created by CTE instructors and support staff
- CTE students will be provided with a computer if they do not have one to allow them to participate in virtual lessons and activities using Google Classroom and other online resources
- CTE teachers and support staff will meet with students a minimum of five hours a week via Zoom to provide digital face-to-face instruction
- All Zoom lessons will be recorded on an individual thumb drive and sent home to CTE students who do not have internet access
- Students will be expected to engage in all online or remote instruction
- Students will be responsible for completing at least two graded lessons per week while in Phases 1-3
- All assignments will be graded using the previously established CTE grading scale
- Students who do not have internet access at home can find reliable access in each local district school parking lots, township halls, libraries and in the parking lot of CGRES D's Magnus Center
- Materials will be purchased to develop hands-on learning kits that will be provided to students weekly; these kits will allow CTE students to safely participate in hands-on laboratory activities where practical and allowed by OCTE and OSHA standards
- All CTE students will receive required safety training for their class as set forth in each programs' gap analysis where feasible

Work Based Learning:

- All face-to-face WBL activities will be suspended during Phases 1-3
- CTE teachers will work with local employers and Advisory Committee members to provide a minimum of two virtual tours of related businesses per month while students are unable to attend school in person

Youth Leadership Development:

- CTE students will continue to participate in any related Youth Leadership activities or groups related to their CTE class; these groups/activities may include:
 - Virtual competitions
 - Virtual/on paper leadership training provided by FFA, HOSA, Skills USA, MCTA, MITES or other youth leadership organization
- CTE teachers may develop a youth leadership group to meet the requirements of student participation in Advisory Committee meetings

Credential Attainment:

- CTE students will be allowed and encouraged to continue to earn all necessary industry standard credentials whenever possible and feasible while participating in remote learning
- This credential attainment must be in line with OCTE guidelines

Additionally, CTE students will be able to earn Algebra 2 credit via CTE for the duration of non-face-to-face instruction with the permission of their home district administration and if they participate and successfully complete a minimum of 10 Algebra 2 in CTE lessons taught virtually by the CGRESD CTE Math Consultant.

The CTE Guidance Counselor and Special Education Transition Coordinator will meet with CTE students who have IEPs and CTE staff a minimum of once every 15 school days to monitor progress and assist with providing accommodations and modifications required in their IEPs. The CTE Guidance Counselor will also monitor all CTE students for social-emotional health risks and work with local school counselors to provide needed resources for impacted students.

Early On:

Home Visits: Home visits will be held via distance learning, including phone calls, Zoom/Facetime calls and mailings. Service Coordination will be completed via social media, text messages, emails, etc. Initial Assessments, Initial IFSPs, six-month reviews and transition conferences will be held via virtually or over the phone, depending on which method works best for the family. All signatures will be acquired through US Mail with a self-addressed stamped envelope for return.

Community Playgroups: These will be placed on hold, with activity packets provided to playgroup families through curbside pickup via the community baby pantry.

iPLAY Kits: These items will be placed on hold until we move to phase 4.

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative:

Great Start Collaborative meetings: All Board and Committee meetings will be held virtually, with all materials being sent to members via social media, Zoom and emails.

iPlay Kits: Will be placed on hold until we move to phase 4.

Make Parenting a Pleasure Resources and Support for Parents: Will be held virtually with parent activity packets being delivered curbside. All interactions will happen via social media, text messages, emails, etc.

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.

Area School & Early Childhood Special Education:

- The expectations for the wearing of face coverings will be included in district-to-parent communications and staff presentations
- Parents/Guardians will need to sign a Face Covering Awareness Form before students will be permitted to enter the classroom on the first day of school
- Fabric face coverings will be ordered and will be available to students daily; these will be placed on buses and in the classrooms daily.
- Paper and clear face coverings will be available to staff. The use of a clear mask is recommended during instruction; staff members may also request a clear face covering.
- Students' fabric face coverings will be turned in at the end of the day; in some cases, these will need to be collected by transportation staff as students exit the bus.
- Face coverings will be washed daily by staff and stored appropriately for distribution.
- Staff who claim medical exemption will need to meet with administration and provide a rationale along with the required documentation.
- Each teacher will prepare a safe classroom plan that will list students able and unable to tolerate facial coverings as well as discuss how the classroom will teach, encourage and redirect the use of facial coverings
- There will be scheduled mask-free activities; when students are participating in scheduled mask-free activities, all social distancing requirements will be followed.
- Medically exempt individuals will be recorded on a master list kept by the Administrative Assistant.
- PreK-5 students will not be required to wear a face covering once they are situated in the classroom, unless the classroom activity places them in close proximity (two feet or less) to other 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 and required to put it on.
- When a student is showing patterns of non-compliance, a meeting with the IEP team will be held to discuss the ability of the student to tolerate a face covering. If the child is not medically exempt, with a note from the child's doctor, it may be necessary to move the student to remote learning. A reasonable amount of teaching time will be given before the student is moved to remote learning. Repeated (3 or more) violent behaviors, refusal to wear a mask, or parent/guardian refusal to have the child wear a mask will result in remote learning.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administration and could face progressive disciplinary measures up to and including termination.
- Parents and most guests will be prohibited from entering the building. Some guests (substitute teachers, caseworkers, etc.) will need a mask to enter the building, and if they do not have a mask, a disposable face covering will be provided; they will be instructed to wear the face covering, complete a screening form and sanitize their hands; instances of non-compliance will result in the guest being escorted from the building
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action

Career & Technical Education:

- All CTE Staff will wear face coverings (if medically tolerable) while in classrooms and in common areas (including learning labs) except while eating
- All CTE students will wear face coverings (if medically tolerable) while in classrooms and in common areas (including learning labs) except while eating
- Students will not be required to wear face coverings while outside as they enter and exit CTE buildings ONLY IF they maintain six feet of physical distance between themselves and others

- A doctor's note will be required for all students and staff who cannot medically tolerate a face covering
- Students and staff can wear homemade cloth masks; those masks must be washed at home daily
- Masks will be provided for all students and staff who do not have a cloth mask
- Parents will be notified of the requirement to wear masks via a back-to-school letter, a School Messenger announcement and posts on CTE social media sites sent home by August 15
- Masks will be disposed of after each CTE session unless they are cloth and provided by students or staff; cloth masks must be washed daily
- Students who refuse to comply with the requirement to wear face coverings while in CTE will be referred to their home district administration for verbal directive; parents will also be notified
- A second incident of refusal to wear a face covering without documentation from a medical professional will result in the student being removed from CTE classes; parents will be notified
- Students who are required to wear specialized protective gear (ie. welding helmets, safety glasses, work gloves, N95 masks, welding and auto fire retardant jackets, etc.) will be issued individual items that will only be used by that student; these items will be sanitized after each use and properly stored to ensure they are not contaminated
- Students may remove masks if participating in physical labor (construction, physical training, caring for animals, etc.) ONLY IF they are able to maintain physical distancing of six feet or more at all times
- Per CMDHD's recommendation, staff will allow students to take "breaks" from face coverings during class time ONLY IF the students can be outside and/or maintain physical distancing of six feet or more
- Teachers will develop seating/lab work plans that group students from the same district in the same areas at all times; students from different districts will not be allowed to work together in small groups
- Students will be seated at least six feet apart whenever possible and students working in lab spaces will be strongly encouraged to maintain a physical distance of at least six feet; student desks will face the same direction whenever possible
- Guests will not be allowed to visit CTE classroom or labs except under extenuating circumstances as determined by the CTE Director
- Signs will be posted in all classrooms and labs to remind students and staff of proper face covering and physical distancing protocols

Early On:

Expectations will be mailed to each Early On Family.

Home Visits: Children under the age of two should not wear a mask. Children ages two to three will not be required to wear a mask. However, they can wear one if the parent chooses to put one on them. Early On Staff will have a home visit PPE bag. A variety of masks and gloves will be available to the staff as well as the parents for each visit. When visits are held outside, masks will not be required if a six foot distance is maintained between the home visitor and the family. If this is not possible, a mask will be required of the staff member and encouraged for parents. A combination of in-person and virtual visits will be encouraged to reduce the amount of exposure to families and staff.

Community Playgroups: All parents and staff will be required to wear a mask during community playgroups. Children under the age of two should not wear a mask. Children over the age of two will wear a mask at the discretion of the parent. Masks will be available at each playgroup. Playgroup staff will use individual trays for each family to have art and snack time. There will be a maximum of five children allowed in attendance each week at playgroup. Only one parent will be permitted with each child. Only two staff members will be in attendance at each playgroup. Families will be required to sign up ahead of time for a playgroup. Temperatures will be taken prior to each person entering the playgroup.

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative:

Great Start Collaborative meetings: All Board and Committee members will be required to wear a mask and social distance during all in-person meetings during Phase 4.

iPlay Kits: Parents will be able to check out iPlay Kits to support remote learning with their child. iPlay kits will be distributed via curbside pickup or porch drop-off. Once iPlay Kits are returned, they will be sanitized prior to being checked out again.

Make Parenting a Pleasure Resources and Support for Parents: Will be held virtually, with parent activity packets being delivered curbside. All interactions will happen via social media, text messages, emails, etc.

2. Hygiene

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

Area School & Early Childhood Special Education:

- Each teacher will have a Safe Classroom Plan, and this plan will have scheduled hand washing times, strategies to support proper handwashing, limited sharing of materials and a disinfecting plan.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom by custodial staff.
- Classroom staff will contact the office immediately if supplies run out during the school day.
- Classroom staff and the school nurse will teach the following to students on the first day of school and reinforce weekly or more as needed, either in person or via video:
 - Proper handwashing
 - How to cough and sneeze into one's elbow or to cover with a tissue and dispose of it in the trash
 - Proper strategies for coughing, sneezing, tissue disposal, etc.
- The information taught to students will be shared with parents/guardians via newsletters, web pages, etc. and parents and caregivers will be asked to review and reinforce with their students.

Career & Technical Education:

- All CTE classrooms, labs and remote learning sites (including rooms at Mid Michigan College, Gladwin Community Schools, the Harrison City Market and the John C. Magnus Center) will be provided with approved hand sanitizer and hand sanitizing stations, and multiple hand sanitizer stations will be placed in learning labs for student and staff use
- Proper handwashing techniques will be taught to all CTE students and staff
- Tissues will be provided in all CTE classrooms
- Students will be required to wash or sanitize their hands upon arrival and before dismissal of each CTE class session
- Proper hand washing/sanitizing signs will be placed in all CTE classrooms and learning labs
- CTE staff will limit the sharing of personal items and students will be provided a designated area to keep personal belongings whenever possible

- Tools will be individually assigned to students whenever possible and students will be responsible for sanitizing all their tools at the end of each class period; student-assigned tools will be stored in individually assigned areas in the classroom, lab or remote learning site
- Tools that must be shared by students and staff will be disinfected at the beginning and end of each class period using approved sanitizing spray; whenever possible, this will be done by CTE students
- Physical distancing of six feet or more will be practiced whenever possible by all students and staff
- CTE students attending programs housed at Mid Michigan College will not be allowed to travel outside of the CTE wing or the Tech Center for any reason unless given permission by the CTE Director or designee
- All CTE students housed at Mid Michigan College will use the dedicated CTE entrance when arriving and leaving CTE classes in the main building on campus; students will not be allowed to congregate inside or outside while waiting for the bus
- All physical conditioning required for the Criminal Justice CTE program will occur outside with required physical distancing; all sharing of physical training equipment is suspended until our region enters Phase 5

Early On:

Home Visits: PPE Home visits bags, which include gloves, hand sanitizer, alcohol wipes and trash bags, will be provided. After each visit, the masks and gloves will be placed in a trash bag for disposal. Staff will use hand sanitizer to clean their hands and then wash their hands at the first available opportunity. Disinfectant spray will be provided to each staff member to disinfect their vehicle between visits. Alcohol wipes will be used to wipe off any materials used during the visits, such as a picnic mat.

Community Playgroups: Parents and children will be required to wash their hands upon entry into the playgroup, as well as prior to eating snacks. Hand sanitizer will be available throughout the playgroup. Each child will have their own snack tray/area and these trays will be disinfected after each use with alcohol wipes or the 123 disinfecting spray method - water, soap and water and bleach and water. Bins will be provided for toys that have been mouthed by children. These toys will be sanitized with the 123 spray method and left to air dry until the next weekly playgroup.

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative:

iPlay Kits: Parents will be able to check out iPlay Kits to support remote learning with their child. iPlay kits will be distributed via curbside pickup or porch drop-off. Once iPlay Kits are returned, they will be sanitized prior to being checked out again.

3. Cleaning

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

Area School & Early Childhood Special Education:

- Administration/Maintenance/Operations will meet to review all guidance related to cleaning and disinfection of buildings.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shields and gloves in order to address cleaning protocols.
- Frequently touched surfaces including light switches, doors, benches, and bathrooms will be cleaned by custodial staff every four hours with an EPA-approved disinfectant.
- Classroom staff will clean desks, countertops and other classroom areas at the end of each day.
- If a common area is used, it must be cleaned after the classroom is done.
- Playground picnic tables will be disinfected each night by custodial staff.

Career & Technical Education:

The following measures will be taken at all CTE learning sites, including rooms and labs at Mid Michigan College, Gladwin Community Schools, the Harrison City Market and the John C. Magnus Center:

- All frequently-touched surfaces, including light switches, doors, benches, bathrooms, and vending machines will be cleaned after each CTE class session
 - Mid Michigan College staff are responsible for this procedure for all CTE program spaces housed at Mid
 - Clare-Gladwin RESD is responsible for this procedure at the John C. Magnus Center and the Harrison City Market
 - Gladwin Community Schools staff is responsible for this procedure in the Auto Lab housed at Gladwin High School
- All designated custodial staff (Mid Michigan College and Hi-Tec) responsible for cleaning and sanitizing classrooms will wear appropriate gloves and face coverings while performing cleaning duties
- Mid Michigan College will provide hand sanitizer, cleaning supplies and materials approved by the EPA and the CDC for use in all Mid classrooms and CGRESD will provide these same products for classes housed at the Magnus Center, the Harrison City Market and the Gladwin High School Auto Lab.
- CTE students and staff will be responsible for disinfecting student and teacher desk spaces, as well as computer keyboards using an EPA-approved disinfectant after each class period
- All cleaning and disinfecting products will be kept in storage cabinets and will be dispersed to students by the CTE staff

Early On:

Home Visits: Early On Home Visitors will use alcohol wipes to disinfect any objects used during the visits, such as a picnic mat. Anything that is brought to the visit, such as bubbles or crayons, will be left for the family to keep. Early On Staff will be provided with hand sanitizer for their vehicles as well as a disinfectant spray to use in their vehicle between home visits.

Community Playgroups: Early On will have bins available for any toys that have been mouthed. These toys will be cleaned using the 123 method and left to air dry until the following week. Playgroup surfaces and individual snack trays will also be cleaned using the 123 method after each playgroup and left to air dry until the following week.

IPLAY Kits: IPLAY Kits will be distributed to families via their home visitor. The bags and contents will be disinfected with alcohol wipes after returning from each family.

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative:

iPlay Kits: Once iPlay Kits are returned, they will be disinfected with alcohol wipes after returning from each family, including the vinyl bag.

4. Athletics

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

Area School & Early Childhood Special Education:

All Special Olympic programming and clubs will be suspended. When the region has consistently remained in Phase 5 or has moved to Phase 6, consideration for resuming Special Olympic activities or clubs will be made.

Career & Technical Education:

All physical conditioning required for the Criminal Justice CTE program will occur outside with required physical distancing. All sharing of physical training equipment is suspended until our region enters Phase 5.

Early On: N/A

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative: N/A

5. Screening

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

Area School & Early Childhood Special Education:

- Staff are responsible for monitoring their own temperatures before coming to work each day.
- If any staff has a fever of 100.4 degrees or higher, he/she should report that information to his/her direct supervisor and must not report to work until he/she has been fever free for 24 hours without medication. If deemed appropriate by the supervisor, staff may continue working from home until they are able to return to work.
- The CGRESD screening tool must be completed each day by every staff member.
- Staff are expected to self-monitor and self-report any known exposure or symptoms in

accordance with the local health department guidelines.

- Parents will be provided guidance on symptoms of COVID-19.
- All students should be screened by their parents for signs of illness prior to arrival to school each day.
- Many students attending the Area School do not live within the same county as the school. To reduce the likelihood that parents will need to pick up a student displaying symptoms, students will be screened and their temperature will be taken by transportation staff prior to boarding the school bus. If a student's temperature is above 100.4 degrees, the student will remain at home and, based on reported symptoms in collaboration with the school nurse, a student may be directed to remain at home.
- Teachers, bus drivers, and staff will watch students closely for signs of illness, including fever, cough, runny nose, congestion, loss of smell or taste, sore throat, shortness of breath, abdominal pain/diarrhea, vomiting/nausea and headache/dizziness. If/when an individual exhibits symptoms during the school day, the student will be quarantined before being transported by their parent/guardian or emergency contact for off-site testing.
- Students with symptoms who aren't wearing a mask will be provided with one. If they already have a cloth mask on, it will not be removed.
- An individual with symptoms will be separated from others:
 - The Area School has designated the Library (room 115) as a quarantine area
 - This room will be outfitted with appropriate PPE, face shields, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer and log sheets.
 - Individuals will be picked up by parents or someone approved on the enrollment forms.
 - Students will exit the building from door 21 when picked up.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

Career & Technical Education:

- All CTE students will be directed to screen for signs of illness prior to arriving at CTE each day per CMDHD recommendations
- All CTE Staff will be screened each day by completing a Health Screening Form upon arrival to their assigned buildings; results will be monitored and collected daily by the CGRESD main office
- Parents will be provided with written information for how to determine if their student is showing signs of COVID-19, what to do if that occurs and visual reminders for home to check their child for these signs prior to leaving for the school day
- All students, staff and visitors will be immediately removed to a designated quarantine area if they begin to show signs or symptoms of COVID-19 while at school
- Each building that houses a CTE program will have a designated quarantine area for students and staff to use should they become ill at school; those quarantine areas include:
 - Magnus Center - Verna's House
 - Mid Michigan College - Room 287
 - Gladwin High School - as determined by GHS administration
 - Harrison City Market - to be determined
- Parents/guardians, the student's local school administration, Mid Michigan College (if the student/staff was housed in their facility) and CMDHD will be immediately contacted if a student becomes ill with COVID-19 like symptoms at school, and parents/guardians will be asked to pick up their student immediately
- Students and staff who need to be quarantined will be provided with the appropriate PPE until safely removed from the building
- Quarantine areas will be monitored by available CTE Administrative or Paraeducator staff until a student is picked up by a parent/guardian or the local school district

Early On:

Home Visits and Community Playgroup: Early On staff will conduct a health screening prior to each visit to inquire about the health status of the entire family. Each family member in attendance will be required to have a temperature check upon staff arrival. If anyone has a temperature of 100.4 degrees or higher, the visit will be rescheduled. If the family has been exposed to COVID-19, the family will self-quarantine for 14 days and any in-person visits will be suspended until the quarantine ends.

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative: N/A

6. Testing

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

Area School & Early Childhood Special Education:

- Students or staff who become ill with COVID-19 symptoms will be required to be tested for COVID-19 and will not be allowed to return until they have either tested negative for COVID-19 or have been released from isolation according to guidelines from the CDC and CMDHD.
- CGRESD will cooperate with CMDHD to provide information for contact tracing of additional students or staff who had direct exposure with a COVID-19 positive student or staff member.
- All students or staff who have tested positive for COVID-19 will only return to the workplace after they are no longer infectious. CMDHD health officials will provide guidance about the return to work using the most current guidelines from the CDC for this determination.
- If a student or staff tests positive for COVID-19, a notification will be sent out to parents, staff, local districts, and other potentially affected staff and students per the recommendation of CMDHD while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Custodial staff will wear a mask, gloves, and a face shield when performing cleaning.
- If possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

Career & Technical Education:

- Students or staff who become ill with COVID-19 symptoms will be required to be tested for COVID-19 and will not be allowed to return to CTE until they have tested negative for COVID-19 or until they have been released from isolation according to guidelines from the CDC and the Central Michigan District Health Department (CMDHD)
- CGRESD will cooperate with CMDHD to provide information for contact tracing of additional students or staff who had direct exposure with a COVID-19 positive student or staff member
- Per CMDHD recommendations, all students or staff who have tested positive and exhibited symptoms for COVID-19 must stay home for at least 10 days from the first day they showed symptoms AND they have been 24 hours without a fever and have improving symptoms
- Per CMDHD recommendations, all students or staff who have tested positive for COVID-19 and are asymptomatic must stay home for at least 10 days from the day they show symptoms AND they have been 24 without a fever and have improving symptoms
- If a student or staff tests positive for COVID-19, a notification will be sent out to parents, staff,

local districts and other potentially affected staff and students per CMDHD's recommendation while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws

- Cleaning staff will wear a surgical mask, gloves and a face shield when performing cleaning of these areas
- If possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles

Early On:

- Students or staff who become ill with COVID-19 symptoms will be required to be tested for COVID-19 and will not be allowed to return to the Early On program until they have tested negative for COVID-19 or until they have been released from isolation according to the CDC and the Central Michigan District Health Department (CMDHD).
- CGRESD will cooperate with CMDHD to provide information for contract tracing of additional families or staff who had direct exposure with a COVID-19 positive child or staff member
- Per CMDHD recommendations, all families or staff who have tested positive and exhibited symptoms for COVID-19 must stay home for at least 10 days from the first day they showed symptoms AND they have been 24 with no fever and have improving symptoms
- Per CMDHD recommendations, all students or staff who have tested positive for COVID-19 and are asymptomatic, must stay home for at least 10 days from the day they showed symptoms AND they have been 24 with no fever and have improving symptoms
- If a family or staff tests positive for COVID-19, a notification will be sent out to parents, staff, local districts and other potentially affected staff and students as per the recommendation of CMDHD while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws
- CGRESD and the Early On Administrative staff will work with CMDHD to provide the necessary information for adequate contract tracing to be conducted after a positive diagnosis of COVID-19
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of the playgroup area
- The playgroup area should be closed for 24 hours before cleaning to minimize the risk of any airborne particles

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative: N/A

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).

Area School & Early Childhood Special Education:

- Contact has been made with Dean Transportation to ensure they had received a copy of the criteria in the MI Safe Schools Return to School Road Map.
- 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.
- Hand sanitizer will be used by staff and students as they enter the bus.
- Temperatures will be taken before students board the bus. Students with a temperature over 100.4 degrees will not be allowed to board the bus. A screening log will be kept on the bus.
- All staff will wear facial coverings while on the bus.
- All students who are medically able will wear a mask on the bus.
- Bus staff will clean and disinfect buses after each route.
- If a student is found to be sick or has a fever after arriving at school, the student will not be allowed to ride home on the bus. Parents will have to pick their child up from school.
- Windows will be open when cleaning (weather permitting).
- Bus windows will be open during transport, weather permitting, to allow airflow.

Career & Technical Education:

- All CTE field trips requiring busing will be suspended while in Phase 4; students and staff will be encouraged to participate in virtual field trips
- Transportation for students participating in Work Based Learning activities will be scheduled with each district individually and only if strict hygiene and physical distancing protocols can be maintained
- Transportation to and from CTE classes is the responsibility of each local district and CTE staff will support and encourage CTE students to follow established transportation protocols set forth by each local school district while en route to and from CTE
- Violation of busing protocols as they relate to COVID-19 could result in a student's loss of busing privileges to and from CTE and could adversely affect their grade in CTE; this will be based on each local district's COVID-19 transportation procedures
- Parents will be notified of this potential loss of transportation privilege via a back-to-school letter sent to each CTE enrollee before school begins

Early On: N/A

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative: N/A

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.

Area School & Early Childhood Special Education:

The Clare-Gladwin Area School will follow the same policies and procedures that are listed in Phase 4.

Career & Technical Education:

The CTE program staff will maintain the following policies and procedures:

- As long as the current Executive Order allows, facial coverings will continue to be worn by all CTE staff both in the classroom and in common areas if medically tolerable if the instructor is presenting to the entire class (projecting their voice) or if within six feet of any student; a teacher may remove his/her mask while in the classroom when students are present if he/she can maintain six feet of physical distance from all students or other staff
- A doctor's note will be required for any staff member who is medically unable to tolerate a mask
- Students will be required to wear masks in common areas (hallways, bathrooms, etc.) if medically tolerable
- A doctor's note will be required for any student who is medically unable to tolerate a mask
- When possible, students will be grouped by district cohort and will maintain six feet of physical distance from others while in class
- We will continue to practice all hygiene and cleaning protocols in CTE facilities as established in Phase 4
- We will continue with quarantine, screening and testing protocols as established in Phase 4 in the event a student or staff report COVID-19 like symptoms; students or staff will be sent home immediately if they become ill at school, and Phase 4 procedures for cleaning, communications and return to school deadlines will be followed
- Students and staff will continue to be encouraged to self-screen prior to arriving at school each day; they will not be required to complete daily screening questionnaires unless directed by CMDHD to do so
- Transportation for CTE field trips and Work Based Learning will be allowed only if students wear masks on the bus or can maintain six feet of social distancing at all times
- CTE Guidance staff will continue to monitor all health and safety plans for medically fragile students for needed accommodations and modifications
- We will not conduct any student assemblies
- We do not provide athletics so we will not need to address any strongly recommended protocols
- CTE students are transported by local districts and all Return to Learn plans put into place by local school districts will apply to CTE students being transported; CTE students will not be transported for any other reason other than arrival and dismissal from CTE, so we do not need to address these recommendations

Early On:

Home visits: When our region is in Phase 5, we plan to continue our Phase 4 plan.

Community Playgroup: When our region is in Phase 5, we plan to continue our Phase 4 plan.

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative:

Great Start Collaborative Meetings: When our region is in Phase 5, we plan to continue our Phase 4 plan.

iPlay Kits: When our region is in Phase 5, we plan to continue our Phase 4 plan.

Make Parenting a Pleasure Resources and Support for Parents: When our region is in Phase 5, we plan to continue our Phase 4 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*.

Area School & Early Childhood Special Education:

When our region is in Phase 5, we plan to continue our Phase 4 plan.

Career & Technical Education: When our region is in Phase 5, we plan to continue our Phase 4 plan.

Early On: When our region is in Phase 5, we plan to continue our Phase 4 plan.

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative:

Great Start Collaborative Meetings: When our region is in Phase 5, we plan to continue our Phase 4 plan.

iPlay Kits: When our region is in Phase 5, we plan to continue our Phase 4 plan.

Make Parenting a Pleasure Resources and Support for Parents: When our region is in Phase 5, we plan to continue our Phase 4 plan.

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*.

Area School & Early Childhood Special Education:

When our region is in Phase 5 we plan to continue our Phase 4 plan.

Career & Technical Education:

- See answer from subsection D; these same exclusions will apply
- Facial coverings for staff will only be required in classrooms when they are unable to maintain six feet of physical distancing from students
- Unless an Executive Order directs otherwise, if we hold an indoor event, such as a student competition, we will attempt to keep the number of people to fewer than 50, with physical distancing measures and required mask protocols in place

Early On: When our region is in Phase 5, we plan to continue our Phase 4 plan.

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

32P: Great Start Collaborative:

Great Start Collaborative Meetings: When our region is in Phase 5, we plan to continue our Phase 4 plan.

iPlay Kit: When our region is in Phase 5, we plan to continue our Phase 4 plan.

Make Parenting a Pleasure Resources and Support for Parents: When our region is in Phase 5, we plan to continue our Phase 4 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**.

Area School & Early Childhood Special Education:

- We do not have enough classroom space to ensure that all students remain six feet apart at all times; we will arrange desks and tables to maximize space between students whenever possible.
- Due to classes being run as cohorts, there should not be the mixing of students to necessitate line formations marked in the hallways.

Career & Technical Education:

- CTE only serves 11th- and 12th-graders, so we will not using the K-5 mask protocols
- We will not be procuring individual hand sanitizing stations in all CTE locations as we currently have wall mounted stations in all spaces
- We will make every attempt to keep student items separate, but we currently do not have a mechanism to store student materials in separate lockers in all classes
- We do not have enough classroom space to ensure that all CTE students remain six feet apart at all times; we will be arranging desks and tables to maximize space between students whenever possible
- We do not generally form lines in CTE, so we will not be marking areas in six foot intervals
- As adult guests will not be allowed in CTE spaces, we will not be screening guests

Early On:

Early On serves children ages birth to three and their families in their home. Transportation is not provided. Each family self-transport to the playgroup. Early On does not provide an athletic program. Services are provided in the child's natural environment.

Great Start Readiness Program:

Mid Michigan Community Action Preparedness and Response plan will be submitted separately.

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://bit.ly/30Wmwk9>

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: Sheryl Presler

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

Date Submitted to State Superintendent and State Treasurer: August 14, 2020