

Grass Lake Community Schools
COVID -19 Preparedness and Response Plan
(Executive Order 2020-142 District Preparedness Plan Template)
7/9/2020

Name of District: Grass Lake Community Schools

Address of District: 899 S. Union Street, Grass Lake, MI 49240

District Code Number: 38050

Name of Intermediate School District: Jackson County Intermediate School District

Name of Authorizing Body (if applicable): Not applicable

GLCS COVID-19 Preparedness and Response 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.

Response:

1. Phase 1, 2, or 3
 - a. Schools will closed for in-person instruction
 - b. Students will be provided instruction through a virtual option which will include lessons provided through devices that are supplied to the students by the district (K-1 - iPads/2-12 - Chromebooks). Lessons will be provided to the students

through a learning management system (K-1 - Seesaw/2-12 - Schoology). For those students who do not have adequate access to the internet, the district will be providing “hotspots” throughout the district which will allow access to the internet for a 250 foot range and will allow up to 65 participants per “hotspot”. There will be seven (6) different locations around the district which will be identified as hubs for the “hotspots.”

- c. For those students who still plan to utilize the technology provided but still cannot access the internet through home service or the “hotspots”, a flash drive will be made available to them weekly with instruction and content that had been provided through the learning management system to the other students participating virtually.
- d. The district will be making available hard copies of the lessons to those students who cannot access the internet. These lessons will be provided for these students only.
- e. Teachers will be required to report to the buildings in order to provide virtual instruction and prepare hard copies of the lessons as needed throughout Phases 1, 2, or 3 unless prohibited by the executive order.

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

Delivery of Instruction:

Grass Lake Community Schools will be offering the students and the parents two different options for the delivery of content and instruction. Students/Parents will choose which option they are most comfortable with and be required to commit to that option for the 9 week marking period. At the end of the marking period, if Jackson County is still identified as Phase 4, they will be given the opportunity to switch to another option if they so choose.

1. Option 1: Face-to-Face Instruction

- a. Monday/Tuesday/Thursday/Friday - Face-to-Face Instruction
- b. Wednesday - Virtual Instruction (Warrior Web Experience)
 - i. Building will be closed with the exception of teachers who need to utilize the school buildings and classrooms
 - ii. Emphasis will be placed on providing a virtual experience that will provide educational opportunities for the students while at the same time preparing them for the possibility of transitioning into Phase 3. Lessons will

- be offered through either the Schoology Learning Management System or the Seesaw Learning Management System dependent on grade level.
- iii. Cleaning and sterilization will be completed during this time by the custodial and maintenance staff.
 - iv. School days will be shortened by 55 minutes and all staff preparation periods will be after the students depart.
 - v. Revision of IEPs and 504 Plans with participation of general education teachers and special education teachers.
 - vi. Intervention and support service plans
 - vii. Continuation of evaluations by school psychologists and social workers
 - viii. Plans for continuation of service plans for OT, PT, and speech therapy

2. Option 2: Virtual Instruction (Warrior Web Experience)

- a. Attendance and Participation will be required
- b. Content delivery
 - i. Elementary School content will be delivered by the experienced Grass Lake instructional staff
 - ii. Middle School and High School Content will be delivered through the Edgenuity Instructional Service and monitored by a certified teacher.
- c. Courses will be designed to continue the district high academic standards and instructional methods.
- d. Coursework will provide students with content that will be required for students to advance to the next grade level (Standards Aligned Curricula and Instructional Materials).
- e. Integration of Instructional Strategies designed for online instruction i.e. blended learning, flipped classrooms, project based learning, interactive strategies using programs such as Zoom, etc.
- f. Grade Level Proficiencies
- g. Differentiated instruction and support for students with remedial needs and special education
- h. Collaborative work between the teachers in the face-to-face environment and the virtual instructors to ensure content and workload are consistent in both settings.
- i. Revision of IEPs and 504 Plans with participation of general education teachers and special education teachers.
- j. Intervention and support service plans
- k. Continuation of evaluations by school psychologists and social workers

- I. Plans for continuation of service plans for OT, PT, and speech therapy

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 through the school day and do not come into close contact with students in another class.

Response:

1. All passengers and drivers on Grass Lake Community School buses will be wearing masks for the duration of their time on the bus. They will also be required to apply and use hand sanitizer whenever entering the bus, with hand sanitizer being supplied by the school district. Buses will be cleaned and disinfected after each run.
2. All staff and students will be required to wear facial coverings in all common areas and in hallways.
3. All staff will be required to wear facial coverings at all times in the buildings and the classroom with the exception of during lunch time when they are eating or whenever they feel the need for a drink.
4. All students in grades 6 and up will be required to wear facial coverings when they are in classrooms, hallways, and common areas.
5. All students in grades Kindergarten through grade 5 will wear facial coverings unless students remain with their classes through the school day and do not come into close contact with students in another class. They will not be allowed to participate in recess with students from other cohorts, but participate in recess as an individual cohort.

2. Hygiene

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

Response: 1.

1. All electric hand dryers are being disabled and are being replaced with paper towels.
2. Every classroom and restroom area is being equipped with >60% alcohol hand sanitizer and dispensers.
3. Bottle fillers are replacing drinking fountains.
4. Classrooms are being supplied with sanitizing wipes that will be used to clean classroom surfaces between class changes.
5. Posters have been hung throughout our buildings reminding students to wash their hands, wear their masks, and sneeze into their elbows and use tissues.
6. Teachers are being directed to teach and reinforce proper hand washing procedures.
7. Tissues and disposable gloves are being supplied in all staff and student areas of our buildings.
8. Custodians will repeatedly move through the buildings sanitizing high touch areas, such as door handles, faucet handles, etc. Lockers will not be used.

3. Cleaning

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

Response:

1. Training in the proper use of EPA-approved disinfectants and cleaners
2. Appropriate EPA-approved disinfectants will be used to disinfect all frequently touched surfaces. (e.g. light switches, lockers, door handles (exterior and interior), bathroom surfaces, desks (after each class change), keyboards, etc. Disinfecting wipes and hand sanitizer will be made available in each student space
3. Training and implementation of required frequencies of cleaning surfaces (e.g. after every class, ever four hours, etc.)
4. Make cleaning supplies available in each student-occupied space, including hand sanitizer and EPA-approved disinfectant wipes.
5. Playground equipment will receive regular cleaning and disinfecting.
6. Disinfectant will be made available for our athletic department for their used equipment
7. The proper use of PPE will be required while custodians are working
8. Time requirements for extra cleaning responsibilities will be evaluated and increased, if necessary.

4. Athletics

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

Response:

1. The Grass Lake Community Schools plan is to comply with the guidelines as provided by the Michigan High School Athletic Association.
2. Students, teachers, coaches, and staff members must use proper hand hygiene before and after every event with participants. All participants must declare they are healthy and agree to report any negative changes in health which may be symptomatic of COVID-19.
 - a. They will have identified water bottles for each participant
3. All equipment will be disinfected before and after each use whether it be in practice or a game.
4. Spectators will be limited to the identified guidelines pertaining to the number of people who can be in an event setting depending on the venue (either outside or inside) and will maintain all social distancing requirements or recommendations.
5. Indoor facilities will not be utilized, i.e. weight rooms, stretching facilities, wrestling rooms, etc.

5. Screening

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

Response:

1. Grass Lake Community Schools are following recommendations from the Jackson County Health Department regarding screening.
2. We will be working with families to make sure their children are healthy before they come to school.
3. Staff will be signing in and out of the buildings daily and recording their body temperatures.
4. They are being advised that any temperature over 100.4 degrees will require them to stay home.
5. "Stay home if you are sick" will be strongly advised for all staff and students.
6. If students are found to have symptoms of COVID, they will be directed to quarantine areas, parents will be called, and our health department will be advised and inquired as to the next steps to be taken.
7. Symptomatic students will be sent home and will be directed not to return until a negative COVID result has been obtained, or they have completely recovered. Staff

members attending to the symptomatic child will be required to wear a mask and gloves when working with the student.

6. Testing

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

Response:

1. Grass Lake Community Schools will work closely with the Jackson County Health Department to develop procedures which will provide a safe and healthy environment for the students and the staff.
2. GLCS will require families, faculty, and staff to self-monitor their signs/symptoms and stay home when ill.
3. Staff, students, and parents must familiarize themselves with the symptoms of COVID-19. If they have any of the symptoms prior to taking any fever-reducing medications, they should not attend school
 - a. Feeling feverish and/or having chills- (if documented, a fever of 100.4 degrees F or greater)
 - b. New cough, not attributed to another cause
 - c. New shortness of breath or difficulty breathing, not attributed to another cause
 - d. New sore throat, not attributed to another cause
 - e. New loss of taste or smell
 - f. New muscle aches, not attributed to another cause
4. It will also be the responsibility of staff, the student, or their family to inform the school if they
 - a. are sick with COVID-like-illness (CLI) listed above
 - b. tested positive for COVID-19
 - c. are being tested for COVID-19
 - d. have a COVID positive person in their household, or some other known exposure, and have been instructed to quarantine.
5. Students that feel ill, or are observed to be ill by school staff, during the day with symptoms consistent with CLI will be isolated in an isolation room. The parent will be called for pick up. Parents will be required to pick up the student immediately via private car. Students will not be allowed to use the district's transportation if they are ill and have been isolated. These individuals, and their household contacts, will be excluded from school until they have seen their health care provider to seek a medical evaluation and obtain a COVID test, if appropriate.

The process, which will begin with the Identification of student(s) or staff with confirmed or probable diagnosis of COVID, will be as follows:

1. Isolation of the individual
 - a. The student (and their parents/guardians) or staff member will be interviewed to determine possible exposures inside and outside of the school.
 - b. The student/staff will be isolated at home.
 - c. For greater detail please see CDC's Case Investigation Workflow Diagram <https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/COVID-19-CaseInvestigation-workflow.pdf>
2. Identification of all who had close contact (defined as 6 feet for greater than 15 minutes) with the COVID-19 positive student(s)/staff and quarantine them.
 - a. Each close contact will be interviewed for symptoms, advised on what symptoms to watch out for, asked to get tested between days 5-7 after the exposure, and will be monitored by the health department for the duration of their quarantine.
 - b. Coordination with the school will be required as part of the contact tracing activities.

7. Busing and Student Transportation

Please describe how you will implement the requirements for busing and student transportation protocols for the [Return to School Roadmap](#) (p. 28)

Response:

1. All passengers and drivers on Grass Lake Community School buses will be wearing masks for the duration of their time on the bus.
2. All bus occupants will be required to apply and use hand sanitizer whenever entering the bus, with hand sanitizer being supplied by the school district.
3. Buses will be cleaned and disinfected before and after each run, including special attention to high-touch areas while the windows remain open, weather permitting.
4. Weather permitting, windows will be open throughout bus runs.
5. Work with building administrators to create a plan for getting students home safely if not allowed on the bus.

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](#).

Response:

1. When the region has been moved to Phase 5, Grass Lake Community Schools will provide instruction to students face-to-face and plan on discontinuing the virtual instruction at the conclusion of the next marking period for the elementary school. For the middle school and high school, virtual instruction will continue to either the end of the first semester or the end of the school year.

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](#).

Response:

1. Grass Lake Community Schools will be implementing the “strongly recommended” protocols in the area of hygiene.

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](#).

Response:

1. Facial coverings will not be required but left up to the discretion of the student, the student’s parents, and the staff members in the classrooms and the common areas.

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**.

Response: Indicate “Yes” or “No”: No

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: July 20, 2020

Link to the Board Meeting Minutes or Signature of the Board President, or signature of nonpublic school chief/designated school administrator: <https://bit.ly/3kKGLJe>

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 of the 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 schools public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan: Dr. Ryle Kiser, Superintendent

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

Date Submitted to State Superintendent and State Treasurer: _____