

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Name of District: L'Anse Area Schools

Address of District: 201 4th Street, L'Anse, MI 49946

District Code Number: 07040

Web Address of the District: <http://www.lanseschools.org/>

Name of Intermediate School District: Copper Country ISD

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan ("Preparedness Plan") that is informed by [Michigan's 2020-21 Return to School Roadmap](#) ("Return to School Roadmap") from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student's parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

The district plans to use a hybrid model of instruction using one online learning platform as the primary mode of instruction, Google Classroom/Google Meet. The district will provide devices in grades K-12. Weekly instructional packets will be given in some grades to supplement the online instruction. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will be expected to fully participate unless they have met with the teachers and school personnel and developed a personalized and realistic education plan for their child. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to have two way communication with students at least once per week. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls assuming there is a response from the parent or student. Teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom/Google Meet), with an emphasis on continuing to build relationships and maintain connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

Content will be delivered through the online platform, Google Classroom. Teachers will be accessible for live instruction (virtual meetings) at least three times per week and may use pre-made videos/lessons multiple times per week. Sessions will follow consistent recommended times from the principal. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided during meal distribution. Packets will be mailed or delivered to the student if they do not participate in meal distribution.

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. Teachers will communicate unsatisfactory progress to parents through a two way conversation. Instructional packets will be collected each week

during meal distribution. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Teachers will continue using Skyward for student grades and will update weekly. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. If the student is not doing meal distribution or pick-up, packets may be dropped off at the school.

The plan will be communicated through our website and parent listserv. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. For students enrolled in CTE programs we will work with the CTC Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

Teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. Teachers will keep track of which students are completing the weekly instructional packets. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (31N Coordinator, DHHS, ISD social worker etc.)

The school counselors will provide a form for parents/students to request support. Based on the form requests, counselors (school counselor, 31N Coordinator, ISD social worker) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will communicate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers to identify any additional students or families in need.

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

1. Face coverings (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- i) All staff and all students in grades preK-12 when on a school bus.
 - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.

- v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

District and Building Implementation Plan:

Students will have an online, at home option and an in person option. In order to attend in person, parents and students must agree to the Covid requirements for this phase.

- The expectations for the wearing of face coverings will be clearly communicated. (Aug. 17 - Aug. 30)
- Students and parents will sign-off on their awareness of the safety policies before the students are permitted to enter the classroom on the first day of school. (Aug. 17- Aug. 30)
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 24)
- Face coverings will be provided to staff and students as available. Ordered by July 15)
- Individuals (staff or students) who claim medical exemption will need to provide medical documentation. (Begins Aug. 15 and continues throughout the school year)
- K-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 (2 feet or less) proximity 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 by a school official (teacher, paraprofessional, administrator, etc.) and asked to put the face covering on and the occurrence will be documented in Skyward.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continue removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by their supervisor first and then the superintendent if warranted.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

2. Hygiene

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

District and Building Implementation Plan:

- Every grade level elementary classroom will be equipped with a handwashing sink
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be

checked daily and restocked in the classrooms bathrooms and common bathrooms on regular schedule

- Teachers will contact the office immediately if supplies run out during the school day.
- Each elementary classroom will have a handwashing schedule with a minimum of 2 times per day
- Teachers will teach the following to students on the first day of school and reinforce weekly or more often as needed
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Signs regarding hand washing and hygiene practices will be posted throughout the building
- Proper mitigation strategies including hand washing and proper covering of coughs and sneezes will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Sharing school supplies will be limited, and each student will have their own supply box for materials. When sharing is necessary, disinfecting between uses will occur.
- A list of these supplies will be generated as appropriate for each grade level and/or specific middle school or high school course and posted to the school website.

3. Cleaning

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

District and Building Implementation Plan:

- Building administration will review all guidance related to cleaning and disinfecting of buildings in the Building Operations section of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An audit of all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- All classrooms will be provided EPA-approved disinfectant, paper towels, face shields and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour identify areas of frequent usage throughout the building. A checklist will be created to ensure compliance of custodial staff and substitutes daily.
- Custodial staff will walk the building wiping all high frequency usage areas between 11 am and 12:30 pm and after school or following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- Classroom teachers/students will wipe down the students desks everytime different students enter the room (ie: after every period at the secondary level) with EPA-approved disinfectant. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.

- Recess monitor will clean high touch surfaces of playground equipment will be cleaned routinely
- A training on cleaning materials and protocols will be provided to the staff through a meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Athletics

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

District and Building Implementation Plan:

- All athletic programming will follow MHSAA guidelines for the Phase that our region is currently in.

5. Screening

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

District and Building Implementation Plan:

- Non-essential visitors to the building are not allowed. Those entering must complete a screening questionnaire and sign in at the entrance.
- A copy of our COVID Response plan for employees will be posted on the school website. The plan follows the recommendations of the WUPDHD.
- A screening questionnaire is completed by staff entering the building.
- The district will have a space for students who become sick during the day to be isolated and wear a mask until they leave the building. The school nurse will assess the students if needed.
- From the time of identification of potential COVID infection, WUPDHD recommendations will be followed.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (school nurse/office staff) will contact the student/family after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form or paper screening questionnaire that they are safe to work.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to their supervisor. The supervisor will follow up with any symptomatic

people to direct them as questions arise.

- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations if the situation qualifies under Families First Coronavirus Response Act

6. Testing

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

District and Building Implementation Plan:

- The district will follow the current recommendations from our county health department for the appropriate response steps.

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).

District and Building Implementation Plan:

- Contact will be made to Lamers Transportation to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A weekly meeting will be held with the district transportation supervisor to review the criteria required and to discuss concerns or issues arising.
- Schedules are being altered as needed to address the cleaning, sanitizing and professional development that is needed to clean the fleet.
- Students and parents on each bus will be informed of the expectations for the use of face masking (recommendations or requirements depending on the phase).
- Hand sanitizers and cleaning products will be available on each bus.
- Students will be assigned seats by grade level on each bus. Each student can only request an assigned seat on 2 different buses..
- Hand sanitizer and supplies in which to brace/mount the hand sanitizer at the entrance of each bus have been ordered.
- An ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.
- Busses will be properly cleaned after the departure of the last child from each run by the driver. Logs will be maintained on each bus to document the cleaning.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item..
- Communication will be sent out to families related to the nature of wearing a face mask on the bus, if medically feasible.
- There will be communication in writing to the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be

- wearing a face mask.
- The Transportation supervisor will communicate with all bus drivers related to the changes including the appropriate usage of face masks and policies, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

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.

K-5 stay within their group as much as possible
 Elementary specials (Art, computers, music, gym) outside to extent feasible and cleaning of touched surfaces between classes
 If students switch rooms for departmentalizing, touched surfaces must be disinfected
 Morning recess one class at a time
 Preschool drop off and pick up using the end entrance
 Breakfast - grab and go from table at entrances and eat in classroom
 No building access until 8:00
 Use CJ gym for lunch also (and cafetorium and commons areas) - allow kids more space to spread out into - they must sit with classroom group
 Allow 6-12 bathroom use at non class changing times
 CTE classes - masks required
 Masks for 6-12 students if within 6 feet or in 'common areas'
 Medical note exceptions accepted
 Staff wear masks in classrooms when not 6 feet from others and always in common areas
 District will provide shields and masks for staff
 Assigned seats on buses, keep grades together
 Disinfecting of seats after each bus run
 Supplies being ordered - Wipes, spray, gloves, office desk shields, face shields, regular masks, sanitizer and dispensers
 More frequent cleaning and disinfecting of common surfaces
 Employee screening questionnaire
 Sending sick kids home
 Increase substitute list for aides and teachers
 Follow Health Dept recommendations on how long students and staff need to remain out of school based on various situations.

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*.

All the highly recommended protocols will be used

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*.

All will be included. The only exceptions to face masks will be if students are in their 'cohorted' classroom or in a classroom where 6 ft distancing is possible or outside.

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**.

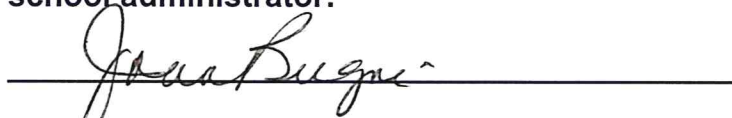
Parent survey results show that many families will choose the online/virtual option during Phase 4 limiting our class sizes even more but spacing of 6 feet apart in a classroom may not always be possible due to room size.

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: August 12, 2020

Signature of Board President, or signature of nonpublic school chief/designated school administrator:



School Board President, Joan Bugni

Link to the approved Plan posted on the District website:

<http://www.lanseschools.org>

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: Susan Tollefson

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

Date Submitted to State Superintendent and State Treasurer: August 13, 2020