

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District: Sanilac Intermediate School District**

**Address of District: 175 East Aitken Rd. Peck MI 48466**

**District Code Number: 76000**

**Web Address of the District: [www.sanilacisd.org](http://www.sanilacisd.org)**

**Name of Intermediate School District: Sanilac**

**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.

Sanilac Intermediate School District Special Education Department will provide remote learning via Google Classroom, Zoom, email and through phone contacts. All Special Education programs will have Google Classrooms that students will access to supplement instruction during face to face instruction and that will also be used with the fluid movement between times of remote instruction requirements. This will ensure that students and families have a working knowledge of the remote learning systems. Students who do not have access to the internet or have access to a device with internet capabilities will have alternative means of education provided to them on an individual basis, as determined by an IEP team and documented ahead of time and ready for implementation in the event of a sudden need for remote learning. The documentation process/procedure will be per Michigan Department of Education Office of Special Education guidance once the guidance document becomes available.

Career Technical Education programs will provide remote learning using instructional practices that are currently embedded into the CTE curriculum. Staff will determine if students do or do not have access to internet connectivity and based on the availability of internet connectivity CTE students will be provided with daily assignments which they will be graded on. CTE staff will have regular two-way communication with their respective students. Students who do not have access to the internet or have access to a device with internet capabilities will have alternative means of education provided to them on an individual basis, as determined by a cooperative agreement between the district and student/guardian.

All Early Childhood Services will be delivered virtually/remotely, including all evaluation processes when agreed upon by the guardian and service provider during Phases 1, 2 and 3. No in-person services or evaluations will be completed.

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.

### **PERSONAL PROTECTIVE EQUIPMENT (FACIAL COVERINGS)**

- Facial coverings must always be worn by staff except for meal or when isolated in his/her personal office. Any staff member that cannot medically tolerate wearing a face covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- Facial coverings must be worn by bus drivers during school transportation. Due to the nature of the students disabilities being transported facial coverings will be optional on special education school buses for students.
- Facial coverings must be worn in classrooms by all students grade 6-12. Any student that cannot medically tolerate wearing a face covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- Facial coverings will be optional for the students who attend Maple Valley Elementary due to the age and nature of the student's disabilities, as well as the small class sizes at Maple Valley Elementary and the fact that Maple Valley Classrooms are self-contained classrooms.
- If students or staff don't have a mask they will be available in the district's offices.

### **SIGNAGE**

- Signs will be posted on the entrance doors to each of the district's facilities promoting social distancing, personal hygiene, face covering requirement, as well as asking them to refrain from entering the facility if they possess COVID-19 symptoms including a cough, shortness of breath or a fever (100.4 degrees or higher).

### **SOCIAL DISTANCING**

- Students and staff will be encouraged to social distance while on school grounds.

- Playground / recess schedules will be staggered.
- When possible, classrooms will be configured in a way to promote social distancing.
- When possible, social distancing will be encouraged on busses.
- Maple Valley students will be encouraged to social distance while in the hallways.
- Staff will monitor arrival and dismissal to discourage congregating and ensure students go directly to assigned areas or exit the building.

### **FOOD SERVICE**

- Students will eat their meal in their classroom. Lunch / recess schedules will be staggered.
- During Phase 4 the Hub will not be serving food or drinks.

### **MENTAL AND SOCIAL-EMOTIONAL HEALTH**

- Guidelines regarding identification and rapid referral of at-risk students to building administration for coordination of supports based on individual student needs will be provided to staff prior to the start of the 2020-2021 school year.
- Building level teams have been trained in Youth Mental Health First Aid. Additionally, all school social workers are in the process of being trained in Teen Mental Health First Aid.
- The Sanilac County Wellness Resource List provided by the Child Advocacy Council will be provided and reviewed with all staff prior to the start of the 2020-2021 school year to access and provide to students/families as appropriate.
- COVID-19 updates and school policies will be posted on the Sanilac ISD webpage.
- Prior to the start of the school, age appropriate 'Return to School during COVID' social stories and visual communication (PODD) vocabulary cards will be mailed to Sanilac ISD Special Education students.

### **ANCILLARY STAFF**

- Ancillary staff working in local school districts will follow the "Safety Protocols" set forth by those districts.

### **EARLY CHILDHOOD**

- When providing early childhood services in-person or virtually, the district, administration, providers, and families will collaboratively determine the method, time, and location that services occur based on what is best for young children, families, and providers.

- Visits should be conducted virtually if the provider, child, or family has shown symptoms of COVID-19 or has been in direct contact with someone who has tested positive for, or showing symptoms of COVID-19.
- Precautions will be taken to ensure the safety of students, families and providers. If in-person services are agreed upon and scheduled, families and providers will be encouraged to wear a face covering during in-person service if they are medically able to do so. Per CDC guidance, cloth face covering should never be placed on young children under age 2, anyone who has trouble breathing, or anyone unable to remove the face covering without assistance.
- Visits may be conducted outside when feasible.
- To the degree possible, providers should maintain 6 feet of social distancing. Families will also be asked to limit the number of people participating in the visit, recognizing that this may not always be possible.

## 2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols

from the *Return to School Roadmap* (p. 22-23).

- Hard surfaces in classrooms and common areas will be regularly disinfected.
- Frequently touched surfaces including objects such as light switches and doors handles will be frequently disinfected.
- Hand sanitizer, wipes and disinfectant spray will be available in all classrooms, common areas and buses.
- Sanilac ISD staff will be taught proper handwashing.
- Special Education and CTE programs instructors will teach and reinforce handwashing.
- Staff and students will be educated on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Staff and students will be encouraged to use hand sanitizer when entering and exiting classrooms and common areas.
- Students personal items will be kept separate in lockers, cubbies or assigned areas to the maximum extent possible.
- Students and staff will be encouraged to frequently wash their hands.
- Employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

**3. Cleaning**

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

- Frequently touched surfaces including light switches, doors, benches, and bathrooms, will undergo cleaning frequently throughout the school day with EPA-approved disinfectant.
  - Student desks will be wiped down with an EPA - approved disinfectant between AM and PM sessions.
  - Staff and students will be encouraged to disinfect electronic devices (Computers, Chrome books) prior to use.
  - Transportation vehicles will be disinfected regularly and after each route.
  - Hard surface playground and gym equipment will be sprayed with disinfectant after each class use.
  - Staff must wear gloves and mask/face shield when performing all cleaning activities.
  - All cleaning and disinfection products will be stored securely away from children, and staff will be monitored for safe and correct usage. When possible windows will be open in areas being cleaned for additional ventilation.
  - As required by executive order, water fountains will be replaced with touchless water bottle fill stations.

**4. Athletics**

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

As an Intermediate School District we do not operate any athletics. All Sanilac ISD students access athletics through his/her resident district.

**5. Screening**

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

- SCREENING**

  - Families are encouraged to check their child’s temperature at home every



- morning; students with a temperature of 100.4 or greater should stay home.
- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms should prompt the family to keep the student home from school.
  - Staff will be required to self-monitor daily for COVID symptoms prior to arrival at work. Summary reports of employee self-monitoring will be emailed to district administration.
  - Students and staff will be asked to refrain from entering Sanilac ISD facilities if they possess COVID-19 Symptoms.
    - The “principal symptoms of COVID-19” are:
      - Fever of 100.4 degrees or higher
      - Cough (other than a chronic cough for a known medical reason other than COVID-19)
      - Difficulty breathing or shortness of breath
      - At least two (2) of the following:
        - Chills
        - Repeated shaking with chills
        - Muscle Pain
        - Headache
        - Sore throat
        - New loss of taste or smell
        - Diarrhea (excluding diarrhea due to a known medical reason)
        - Extreme fatigue
  - If students become sick during the school day they will be quarantined in the office area until they can be picked-up.
  - Staff who develop a fever or exhibit COVID-19 symptoms at work will be advised to go home and contact their personal healthcare provider for further direction.
  - If an employee is in acute respiratory distress (shortness of breath, difficulty speaking, wheezing, gasping for air), then they will be placed in an identified quarantine area and outside emergency medical services will be contacted for appropriate treatment.

## 6. Testing

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

Protocols provided by the Sanilac County Health Department will be implemented for staff and students of the Sanilac Intermediate School District when made available.

- Parents/guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom to encourage closer observation for any symptoms at home. At this time, empiric testing of all

members in the class is not recommended. Only those that develop symptoms require regular COVID-19 testing.

- If an employee or student exhibits COVID-19 symptoms, they must remain at home until he or she is symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines.
- In the event of a lab or clinically diagnosed case of COVID-19 the employee/student will be directed to self-quarantine at home, consistent with any operable Executive Order or other guidance from proper authorities. Employees/students that test positive and are symptom free may return to work/school when: (1) at least 72 hours (3 full days) have passed since recovery; and (2) at least ten (10) days have passed since symptoms first appeared, or (3) the employee/student receives a negative COVID-19 test. Employees/students who test positive and have been hospitalized may return to work when directed to do so by their medical care providers.
- Sanilac Intermediate School District may require an employee/student to provide documentation clearing his or her return to work/school.

#### **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).

- Transportation vehicles will be disinfected regularly and after each route.
- Wheelchairs, walkers, and adaptive equipment being transported to school will be disinfected as soon as possible upon entering the school building and once students can safely be transferred to a different piece of school equipment.
- Weather permitting doors and windows of all transportation vehicles will be kept open when cleaning the vehicles.
- Weather permitting and based upon the student specific needs on the bus, windows will be opened to help reduce the spread of the virus by increasing air circulation while the vehicle is in motion.
- The use of hand sanitizer before entering the bus will be required when medically safe.
- The bus driver, staff, and all students in grades preK-12, if medically feasible and if the student is physically able to remove the mask independently, must wear facial coverings while on the bus.
- If a student becomes sick during the school day, they will not be allowed to use school transportation home. All protocols outlined above will be followed.
- If a driver becomes sick during the school day, they must NOT return to drive students. All protocols outlined above will be followed.
- When possible students will be one per seat on school transportation vehicles to maintain social distancing.

**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.**

If Region 4 is in Phase 5 of the Michigan Safe Start Plan all of the same safety protocols outlined above for Phase 4 will remain in effect with the exception of the following:

- Facial coverings will become optional and no longer will be required in all Sanilac ISD Facilities and transportation vehicles.
- The Hub (school store) at the Career Center will open. Only pre-wrapped food and drinks will be sold.

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*.

- Supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided.
- All Special Education and CTE programs instructors will teach and reinforce handwashing.
- Staff and students will be encouraged to use hand sanitizer when entering and exiting classrooms and common areas.
- Students personal items will be kept separate in lockers, cubbies or assigned areas to the maximum extent possible.
- Students and staff will be encouraged to frequently wash their hands.
- Students will be encouraged to wash their hands or use hand sanitizer after changing any classroom; teachers will be required to wash their hands or use sanitizer every time a new group of students enters their classroom.
- A designated area will be assigned as a quarantined area for children/employees who become ill at school.
- Students who become ill with symptoms of COVID-19 will stay in an assigned quarantine area, until they can be picked up. Staff caring for these students will wear a mask and gloves.
- Symptomatic students sent home from school will be required to follow CDC and Sanilac County Health Department recommendations for returning to school.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting all Sanilac ISD buildings.
- Local health officials, staff and students will be notified of any possible case of COVID-19 while maintaining confidentiality and other applicable federal and state privacy laws.
- Sanilac ISD employees with a confirmed case of COVID-19 will only be allowed to return to work after they are no longer infectious based on the CDC recommendations, the Sanilac County Health Department guidelines or as described above.
- Staff serving meals will use barrier protection including gloves, face shields/masks.

- All staff and students will wash hands before and after every meal.
- All gatherings, including those outdoors will comply with current and future executive orders that set caps on congregations of people.
- Any field trips will comply with transportation guidelines and include mandatory facial covering.
- Frequently touched surfaces including lights, doors, and bathrooms will undergo cleaning frequently with an EPA approved disinfectant.
- Computer labs and other hands-on classrooms will undergo cleaning after every class session with an EPA approved disinfectant.
- Student desks/tables will be cleaned with an EPA approved disinfectant between every class session.
- Playground and gym equipment will be cleaned before every use with an EPA approved disinfectant.
- Cleaning and disinfectant products will be stored securely away from students.
- Hand Sanitizer will be used by each passenger and the driver on the bus before entering the bus.
- Transportation vehicles will be cleaned and disinfected before and after each route.
- Wheelchairs, walkers, and adaptive equipment being transported to school will be disinfected as soon as possible upon entering the school building and once students can safely be transferred to a different piece of school equipment.
- If a student becomes ill during the day they will not be allowed transport on school group transportation.
- If a transportation driver becomes sick during the day, sick staff protocols outlined previously in the plan will be followed.
- For medically vulnerable students all current plans (IEP's, Health Plans, IFSP's and 504 Plans) will be reviewed and updated as needed to decrease the risk for exposure to COVID-19.

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*.

- Facial coverings worn by staff except for meals.
- Facial coverings worn in hallways and common areas by preK-12 students in the building except for during meals

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**.

(Indicate Yes or No here) Yes

## 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:**

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

**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:**

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

**Date Submitted to State Superintendent and State Treasurer:** August 11, 2020