

# COVID-19 Preparedness and Response Plan

2020-2021

<b>Name of District:</b>	Wyoming Public Schools
<b>Address of District:</b>	3575 Gladiola Ave SW, Wyoming, MI 49519
<b>District Code Number:</b>	41026
<b>Web Address of the District:</b>	<a href="http://www.wyomingps.org">www.wyomingps.org</a>
<b>Name of Intermediate School District:</b>	Kent Intermediate School District
<b>Name of Authorizing Body (if applicable):</b>	

[Wyoming Public Schools Safe Start Reentry Plan](#)

## 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.

In-person Instruction will include the following components:

- This Safe Start Reentry Plan describes in extensive detail the strict health and safety measures that we will put in place when students and staff return to their classrooms for in-person instruction.
- An accelerated academic curriculum will include unfinished teaching and learning from Spring 2020.
- 5 days of in-person instruction each week.
- Intervention supports for academic and social-emotional needs will be available for students. As much as possible, these supports will take place within the classroom. In the event that it is not possible to meet in the classroom, an alternate space within the building will be used while following social distancing and face covering guidelines.

When we are in Phases 1, 2, or 3, or as determined by the District, all instruction will be remote learning only. The District is prepared with a remote learning plan in the event there is a school closure.

Remote learning will include the following components:

- Academic content will be provided online through Synergy's [StudentVue/ParentVue](#) platform and/or through Google Classroom.
- The academic curriculum will be similar to the WPS in-person instruction. The WPS teacher assigned to enrolled students will provide robust online learning opportunities and support their

progression throughout the curriculum.

- Students will be required to participate using the online platforms. Participation will involve a blend of synchronous (i.e., live teacher-level instruction delivered remotely at a specific time) and asynchronous (i.e., students work independently at their own pace) learning activities. Attendance will be taken daily.
- District assessment results and course grades will be recorded and shared with students and parents in the same format as in previous years.

#### **WPS Virtual will include the following components:**

- Technology will be provided to students who select this option.
- Academic content will be provided through Synergy's StudentVue/ParentVue platform and/or through Google Classroom.
- A WPS teacher will be assigned to enrolled students who will support their learning and progression throughout the curriculum.
- The academic curriculum will be similar to the WPS in-person instruction.
- Students will be required to complete district assessments.

In grades K-6:

- WPS Virtual will include academic instruction in reading, writing, and math.

In grades 7-12:

- WPS Virtual will include academic instruction in English, math, science, and history. \*Elective course offerings will be limited. AP and Honors courses will not be offered.

- 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.

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial 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. A medical waiver and doctor's documentation must be provided. Face shields may also be worn to accommodate those who are not medically able to wear a mask.
  - PreK-5 and special education teachers should consider wearing clear masks
  - Homemade facial coverings must be washed daily.
  - Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
  - Homemade facial coverings must be washed daily.
  - Disposable facing coverings must be disposed of at the end of each day.
  - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
  - Students who are medically unable to wear a mask must have a signed release, including a doctor's signature, on file with the District.
- Facial coverings must be worn in classrooms by all students grades PreK-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one. A medical waiver and doctor's documentation must be provided.
- All students in grades K-12 will wear face masks at all times except during meals.
- WPS will educate staff, students, and families on the importance of wearing face coverings.
- Post signs, videos, social media, and other communications about the need for face coverings.
- Face coverings will be ordered and provided to every student and staff member.

- The expectations and procedures for face coverings will be communicated to staff, students, and parents.
- Building, grounds, and transportation signage regarding face coverings will be prominent throughout all school facilities.

## 2. Hygiene

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

- Students and staff will wash/sanitize their hands upon entering their classroom, a bus, or a breakfast/lunch area.
- Students and staff will cough/sneeze into their elbows or cover with a tissue. Used tissues will be thrown in the trash and student/staff will wash hands immediately.
- Students and staff will wash/sanitize their hands before and after meals.
- Students should not share personal items (pencils, markers, etc...) with other students. Personal items should be kept separate from other students. If sharing occurs, students shall wash/sanitize their hands immediately and the shared item shall also be cleaned.
- Handwashing for at least 20 seconds is significantly more effective at preventing the spread of infectious disease. Students and staff will be provided ample opportunity to adequately wash their hands at least 3 times each day. Hand sanitizing stations have also been added to school buildings, hallways, and entrances.

## 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, bathrooms, will be cleaned at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will be cleaned after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period by the exiting student 7-12. Teachers will clean as needed throughout the day.
- Playground structures will continue to undergo normal routine cleaning.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.
- District Level Administrators and Building Operations will meet to review all

guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

- An inventory related to 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 spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Training on cleaning materials and protocols will be provided to the staff by the district. 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).

- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

## **5. Screening**

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

- Prior to students starting the school year, parents will be required to complete a COVID-19 Parent Verification and Acknowledgement document indicating that, to the best of their knowledge, their child does not have COVID-19, has not been exposed to someone with COVID-19, and does not have any current symptoms.
- Additional collaboration from the KCHD for daily student and staff screeners will be
- At the start of each day, and throughout the day, staff will visually screen students for symptoms of COVID-19 and monitor for symptoms. Parents must self-screen their children before coming to school or getting on buses.
- Students and staff displaying symptoms of COVID-19 will be sent to the office for further screening.
  - Students and staff will be placed in a quarantine area, receive a temporal screen (temperature check), and be asked a series of questions related to their symptoms.
    - Students and staff will be required to wear a mask in the quarantine area.
  - Parents will be contacted for extended discussion about the symptoms and potential exposure to COVID-19.
  - Symptomatic students and staff will be sent home until they have been symptom free for 24 hours or have been tested and received a negative result for COVID-19.
- Students and staff who exhibit symptoms of COVID-19 (any respiratory or gastrointestinal symptoms or temperature of 100.4 or greater) should stay home. Daily checks for symptoms is required.
- When in doubt, students and staff should remain home from school and follow up with their physician or the Kent County Health Department (616-632-7100).

## **6. Testing**

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

- The District will cooperate with the Kent County Health Department regarding protocols for screening students and staff. Additionally, the Kent County Health Department and CDC will be consulted in the event that a student or staff member contracts COVID-19 during the school year. ([Kent County Health Department Guidance](#))
- Students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

- Staff who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and be transported for off-site testing.
- Symptomatic students and staff sent home from school shall remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families shall be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts shall be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.
- School buildings complete forms in Synergy for students who have a positive COVID-19 test. Staff must report immediately to their supervisor and Assistant Superintendent of Human Resources a positive COVID-19 test.
- Contact tracing will occur as soon as possible for both staff and students.

## **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).

- Students and staff will use hand sanitizer before entering the bus. Hand sanitizer shall be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations shall be made on a case-by-case basis with local public health officials.
- Transportation vehicles shall be cleaned and disinfected before and after every transit route. Children shall not be present when a vehicle is being cleaned.
- Frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and

windows, and grab handles) shall be cleaned and disinfected prior to morning routes and prior to afternoon routes.

- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Students who board the bus and exhibit symptoms will be sent to a designated area upon arrival to school and quarantined, according to the Screening Students and Staff section of this document.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined in the Screening Students and Staff section. If a driver becomes sick during the day, they must follow protocols for sick staff outlined below and must not return to drive students until they have been medically cleared to return to work.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

**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.**

We will follow all required, strongly recommended, and recommended elements of Phase 5 Michigan Safe Start Reopening Plan as indicated in the WPS Safe School Reentry Plan. The policies and procedures listed above for Phase 4 will be used when we enter Phase 5 and modified as conditions warrant.

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*.

We will follow all required, strongly recommended, and recommended elements of Phase 5 Michigan Safe Start Reopening Plan as indicated in the WPS Safe School Reentry Plan. The policies and procedures listed above for Phase 4 will be used when we enter Phase 5 and modified as conditions warrant.

- 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 highly recommended protocols will be included in Phase 5 as indicated in our plan, with the following exceptions:

**PPE:** Students PreK-4 will be strongly encouraged to wear face coverings in Phase 5 but not required as provided in Phase 4.

**Hygiene:** Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.

- We will make hand sanitizing areas available to all who are in all of our buildings, and we will strongly encourage principals and directors to develop routines that allow for time in the schedule to visit the washing areas; however, we will not create a schedule for visiting these stations. We will procure portable hand sanitizing stations as needed throughout the district.

**Spacing, Movement, and Access:** Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

- We will mitigate risk through strict adherence to the following strategies: hygiene, face coverings, cohorting, and cleaning. Our available spaces and class sizes coupled with the secondary condition of class size level adjustment make this highly recommended protocol very difficult for us to implement.

- 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**.

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:** Craig Hoekstra, Superintendent

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

**Date Submitted to State Superintendent and State Treasurer:**