

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Board Approved

08/10/2020

**Name of District: Cassopolis Public Schools**

**Address of District: 725 Center Street, Cassopolis, MI 49031**

**District Code Number: 14010**

**Web Address of the District: <http://cassopolis.k12.mi.us/>**

**Name of Intermediate School District: Lewis Cass Intermediate School District**

**Name of Authorizing Body (if applicable):**

## Preparedness Plan Introduction

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

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

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

## Preparedness Plan Assurances

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

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

# Preparedness Plan

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

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

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

Continuity of Learning Plan- Updated 7/28/2020

- 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 Buildings Implementation Plan:

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student and staff orientations
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before a student is permitted to return to school. Parents will sign-off during the registration process. If a student is not able to wear a mask, parents will need to attach a doctor’s note.
  - [Parent Video](#)
  - [Key Times to Wear a Cloth Mask Video](#)
  - [Elementary Video for Wearing Masks- Masked Hero](#)
- Disposable face coverings will be ordered and provided to every student and staff member who forget their personal mask. Disposable masks will be placed on busses and in the classrooms.

### **Student Face Covering Expectations:**

- All students must wear a mask when using school transportation. 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.
- Students who do not wear a mask when entering the bus will receive a reminder the first time, a warning the second time, and a call to the parent the third time. If a student continues to not wear a mask after the third time, a parent meeting will be held to find a solution to keep all parties safe.
- Students in grades 6-12 must wear a mask in the classroom and in common areas.
- All students in Pre-K-5 must wear a mask in common areas.
- Facial coverings are recommended but not required for Pre-K-5 students in classrooms, especially if within 6ft feet of each other. A designated area in the classroom will be used for students to remove their masks for a designated amount of time, if needed.
  - ❖ Homemade face coverings should be washed daily.
  - ❖ Disposable face coverings must be disposed of at the end of each day.
- Individuals (staff or students) who claim medical exemption will need to provide [documentation](#) from a doctor. Exempted individuals will be recorded in PowerSchool.
- 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, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool. Students who do not wear a mask will receive a reminder the first time, a warning the second time, and a call to the parent the third time. If a student continues to not wear a mask after the third time, a parent meeting will be held to find a solution to keep all parties afe.

### **Staff Face Covering Expectations:**

- 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 or student that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
  - ❖ Homemade face coverings should be washed daily.
  - ❖ Disposable face coverings must be disposed of at the end of each day.

### **Guidance for Face Coverings:**

- Teach and reinforce the use of cloth face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
  - Note: Cloth face coverings should **not** be placed on:
    - Children younger than 2 years old
    - Anyone who has trouble breathing or is unconscious
    - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

### **Other Guidance for Wearing Face Coverings:**

- Buildings, 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, bus.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Reminders will be in school announcements and throughout the day with classroom teachers.
- Family members and other guests are not allowed in the school building except under extenuating circumstances.
- 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 by the school safety officer or building administrator. Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Records will be kept- including name, date, and time.
- 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 Buildings Implementation Plan:**

#### **District Expectations:**

- Post signs and/or posters in highly visible locations (e.g., school entrances, restrooms, hallways) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands, social distancing signs, tape placed to help students stay 6ft apart, and properly wearing a cloth face covering).
  - Link for posters for proper hand washing
  - Link for Face Coverings Do's and Don'ts poster
- Staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Include messages (for example, videos) about behaviors that prevent the spread of COVID-19 when communicating with staff and families (such as on school websites, in emails, and on school social media accounts).
- Proper mitigation strategies including hand washing and sneezing 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.
- Find free CDC print and digital resources on CDC's communications resources main page.
- New York Times Article: How to get your kids to stay 6 feet away from everything
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom by custodial staff.

#### **Building/Classroom Expectations:**

- Broadcast regular announcements on reducing the spread of COVID-19 on PA systems.
  - Schools will be announced daily, additionally it is expected that teachers will have students wash hands before and after eating, recess/playtime and sanitizing when entering/transitioning into a room.
- Every classroom will be supplied with a fixed or portable handwashing station.???? teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.(Every classroom at Sam Adams has a handwashing station (sink, soap

dispenser, towel dispenser)-they are not cleaned or refilled often. Most of the rooms at the MS have a sink and or bathroom. Frequency of refill will have to be monitored. The HS will be a bigger challenge for washing stations.

- Teachers will contact the office immediately if cleaning/hygiene supplies run out during the school day.
- Students personal items will be separate and in individual labeled cubbies, containers, or lockers.
- Sharing school supplies will be limited, and each student will have their own supply box for materials. Make sure students clean their hands after using shared equipment. Small groups will be used in order to limit use of shared classroom materials.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include:
  - Hand-washing schedule (at least every 2 to 3 hours)
  - Room and materials cleaning schedule
- Teachers will teach the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video):
  - 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.
- Elementary and Middle School students will stay with cohort groups to limit mixing between groups as much as possible. High School students will be on a block schedule to limit exposure to different groups of students each day.
- Good ventilation helps remove virus particles from the air. Air purifiers will be allowed in classrooms if under a certain voltage.
  - Open exterior doors and windows, when possible.
  - Extend classroom outdoors when possible.- physical education classes should be held outside when possible and students maintain social distancing.

#### **Guidance for Teachers - Free Posters**

- Model hand washing- how to get full coverage in 20 seconds.
  - Elementary: Have the class wash their hands at appropriate times throughout the day.
  - Secondary: Have students clean their hands (either with soap and water or with approved hand sanitizer- 60% alcohol)) as they enter the classroom.
- Model appropriate sneezing/coughing, including cleaning hands afterwards.
  - Into a tissue is better than into your elbow.
- Model mask wearing.
  - Treat a mask like a handkerchief - Touch it as little as possible, don't put it next to food, and wash it before wearing it again.
  - Cloth masks can be put in the laundry or hand-washed.
- Create seating charts with built-in social distancing, if possible.
  - Staying with cohorts as much as feasible.
  - Use of plexi-glass dividers or other clear dividers between students and/or student/teachers to help with social distancing while still working in groups.
  - Have students all face the same direction, to minimize transfer of respiratory droplets.
  - Maintain social distancing (6ft apart) as feasible in the classroom and common areas.
- Clean shared workspace frequently.
  - Follow directions on the cleaning supplies from your building. The area might need to remain wet for 1-5 minutes to be disinfected, for example:
    - Elementary: Clean at appropriate times throughout the day- . Have students assist, if they're capable.
    - Secondary: Have students clean their desks, tables, and chairs at the end of class.

- Keep students' supplies separated as much as possible.
  - Sharing is caring, except when it's germs.
- Clean shared supplies and equipment frequently.

**Operations Expectations:**

- Custodial staff will:
  - Procure adequate soap, hand sanitizer, paper towels, tissues, hand-sanitizing stations
  - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways
  - Monitor hygiene supplies and refill as needed daily

**Transportation Expectations:**

- Students will use hand sanitizer as they enter the bus and when they get off of the bus to help stop the spread of germs.

**3. Cleaning**

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

**District and Buildings Implementation Plan:**

**District Expectations:**

- 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.
- 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 district staff will be required to have training on proper cleaning and disinfecting through Safe Schools Training.

**Building/Classroom Expectations**

- Classroom teachers will wipe down the students desks everytime students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms. Microfiber color-specific cloths will be available for teachers to use while students are in the room to clean frequently touched or shared areas.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every three to four hours with either an EPA-approved disinfectant or diluted bleach solution. A map of hotspot areas will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas at least every three to four hours and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily. An administrator will initial the chart to ensure the cleaning has been done and is in line with disinfecting protocol.



- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an [EPA-approved](#) disinfectant or diluted bleach solution.
- Playground structures will continue to undergo normal routine cleaning, but using an [EPA-approved](#) disinfectant is unnecessary.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

**Before/After school Cleaning**

- Rooms, hallways, and common areas will be cleaned and disinfected focusing on touch-points using CDC recommendations and [EPA-Approved](#) disinfectant or diluted bleach solution.
- Friday's will focus on a deeper clean in rooms, hallways, and common areas as well as all school busses and vehicles.

**4. Athletics**

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

**District and Buildings Implementation Plan:**

- Follow MHSAA Guidelines 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 subsequent "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 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 and wear facial coverings.

**5. Screening**

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

**District and Buildings Implementation Plan:**

**District Expectations**

- The district will cooperate with the local public health department regarding implementing protocols for screening students and staff. ([School Handout Set](#))

- Each school building will identify a remote and secluded room, to serve as an isolation area. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, log sheets, and video surveillance or window. Students and staff in the quarantine area will wear the N95 mask.
  - Sam Adams will use the Health Room in the main office.
  - Cassopolis Middle School will use the room across from the main office.
  - Cassopolis High School will use the Health room in the main office.
- Parents are encouraged to check their child's temperature at home every morning. Students with a 100.4 or greater temperature should stay home and consider coronavirus testing if symptoms of COVID-19 are present. We will follow [CDC Guidelines](#) and Health Department recommendations on keeping students home when a fever is present or if symptoms of COVID are present.
- Each building will take student temperatures as they enter the building. Students with a temperature 100.4 or greater temperature will be quarantined to the health room in each building until a parent/guardian picks them up.
- Each building will have an identified and trained staff person to monitor the health rooms. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment's notice.
- Staff will be trained on confidentiality laws protecting students' and staff's health information. Student communicable disease information is protected health information. Even if the student/parent discloses a positive test publicly, school and staff must not participate in discussions or acknowledge a positive test.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- 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 (office staff) will contact the student/family each day 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.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- 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](#) that they are safe to work. This will include taking their temperature and reporting this daily on the Google form. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

- Staff who are unable to work due to displaying COVID-19 symptoms (symptoms that are unusual) will be required to report this to the school through the [Google form](#). The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and report those results back to the school as soon as available.

## 6. Testing

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

### District and Buildings Implementation Plan:

- The district will cooperate with the local public health department regarding implementing protocols for testing students and staff.
- Students who develop a fever or become ill with COVID symptoms at school will wear a surgical mask and will 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 should wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families will 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 will be made to contact any close contacts within the past two days (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 will 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.
- The district will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

## 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 Buildings Implementation Plan:

- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- Drivers will be required to have appropriate training on Cleaning and Disinfecting- using Safe Schools.
- Assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- 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 once the bus has returned to the transportation garage. Logs and videos will be maintained. Transportation Cleaning and Disinfecting Log
- 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.
- **Guidance for Bus Drivers:**
  - Teach and reinforce the use of cloth face coverings. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and students (particularly older students) as feasible, and are **most** essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on proper use, removal, and washing of cloth face coverings.
  - Note: Cloth face coverings should **not** be placed on:
    - Children younger than 2 years old
    - Anyone who has trouble breathing or is unconscious
    - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance
  - Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.
- Regular communication will be sent out on social media or newsletters to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless "It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering."
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, 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. Transportation Cleaning and

Disinfecting Log

- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Students will be assigned seats on the bus.
- Students are to face forward.
- Busses will load back to front and unload front to back.
- Students should physically distance and wear face masks as they wait for the bus with students not in the same family.
- Bus drivers, weather permitting- no precipitation and not under 50 degrees, will keep windows open on the bus both in-route and when stopped.
- Any student who becomes sick during the day, must be transported home by parents and follow protocols outlined above. A plan will be made for getting students home safely if they are not allowed to board the vehicle.

- C. 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*.

Same as Phase 4

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*.

Same as Phase 4

- 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**.

We are following all required and strongly recommended procedures and protocols from the Return to School Roadmap.

**8. Food Service Phase 4 p. 34**

- We will be utilizing Meal Magic OSS software for pre-ordering of meals to allow us to be prepared and decrease waste. For the Elementary school teachers will have a tablet to finalize any meal selections that were not facilitated at home.
- At the Middle school and High school there will be a kiosk in each classroom for students that didn't make meal selections at home to finalize each morning for the next day. We will have

hand sanitizer at each kiosk to comply with CDC regulations.

- Breakfast will be delivered to all students in the classrooms in pre-portioned containers with each student's name on it. For lunch we will be doing the same thing for the Elementary and Middle School. The high school will eat in the cafeteria with two lunch periods and students spaced to meet social distancing guidelines.
- For all schools outdoor eating options will be available when the weather permits.
- For students who are participating in online learning we will utilize the same software for parents to order breakfast and lunch and we will have a pick up schedule established based on need.
- Staff will be wearing required face masks, shields, and gloves. They will be washing hands and changing gloves after each task. After each task we will be sanitizing food surfaces and disinfecting carts and all non food surface tools at the end of every day. Each morning we will be checking employee temperatures and going through a screening checklist provided by the Van Buren/Cass District health department.
- Students are encouraged to pre-order meals at schools and to use disposable lunch sacks. If students bring items from home, those items may be limited or restricted if a student in the classroom has a severe allergy.
- We will accommodate food allergies with the required MEDICAL STATEMENT TO REQUEST SPECIAL MEALS AND/OR ACCOMMODATIONS form provided.

## 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: 8/10/2020**

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

[http://www.cassopolis.k12.mi.us/district\\_/board\\_of\\_education/board\\_agendas\\_and\\_meeting\\_minutes](http://www.cassopolis.k12.mi.us/district_/board_of_education/board_agendas_and_meeting_minutes)

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

[http://www.cassopolis.k12.mi.us/UserFiles/Servers/Server\\_12205019/File/District/Cassopolis%20Public%20Schools%20Preparedness%20and%20Response%20Plan%20\(1\).pdf](http://www.cassopolis.k12.mi.us/UserFiles/Servers/Server_12205019/File/District/Cassopolis%20Public%20Schools%20Preparedness%20and%20Response%20Plan%20(1).pdf)

*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: Dr. Angela Piazza**

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

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