

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 11:00 AM  
8/7/20

**Name of District: Litchfield Community Schools**

**Address of District: 210 Williams Street**

**District Code Number:30040**

**Web Address of the District:www.lcsmi.org**

**Name of Intermediate School District:Hillsdale ISD**

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

## Preparedness Plan Introduction

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

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

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

## Preparedness Plan Assurances

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

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

## Preparedness Plan

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

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

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

The district plans to use a model of instruction using online learning platforms as the primary mode of instruction ( i.e. Seesaw, Google Classroom, Plato.) All students in the district have a device. All students will have access to grade level/course textbooks and materials. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (virtual meetings, email, Remind, etc.) or phone calls. Teachers will communicate multiple times each week through the instructional platform with an emphasis on continuing to build relationships, and maintaining connections. If students do not have access to the internet, teachers will provide instructional packets that focus on essential content, building relationships and maintaining connections. The instructional packets will be supplemented by phone conferencing to support instruction.

Dual enrollment students will continue with their coursework as per the college provider. For students enrolled in the CTE program, we will work with the ISD to ensure that they are provided at home education in the form of technology or packets if the internet is not available.

Student mental health and well being will be monitored by teaching staff, support specialists and social workers. They will also keep a log of contact with families and will report inconsistent completion of work or communications with a parent to administration so more resources can be used to help the student be successful.

Students' work will be graded and students will receive the grades they earn. The District will move quickly to resolve any problems regarding access to learning materials.

- 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.

Signage will be displayed throughout the district's facilities and busses that face masks must be worn.

All students will wear a face mask upon entering the bus each day.

All students will wear a face mask in the hallways and common areas of the school buildings.

All PreK-5 students will be able to remove their mask in the classroom if they choose.

All 6-12 grade students will wear a facemask in all parts of the school buildings unless they are eating a meal or are able to be at a distance of 6 feet or further while in the classroom.

All students will be provided one mask by the district. It is recommended that families have several masks for their children as they must be clean each day.

Individuals who claim a medical exemption will need to provide rationale and documentation.

Disposable masks will be on hand for students who have forgotten their masks. If a pattern of noncompliance develops, a meeting with the student and parents and possible placement into remote instruction will be discussed as a solution.

No guests will be allowed into the building unless absolutely necessary.

## 2. Hygiene

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

*Handwashing protocol is taught to the children each year as well as the practice of coughing and sneezing into a tissue or if one is not available, their elbow. Every classroom will be equipped with a sanitizing station.*

*The elementary and secondary classrooms will all be equipped with hand sanitizing stations..*

*Hand sanitizing stations will be set up at each entrance of the school building.*

*Hand sanitizing stations will be at the entrance of each bus.*

*Students will have their own supplies and the sharing of supplies will be limited.*

*A list of supplies including a personal bottle of hand sanitizer and a box of tissues will be recommended for all students.*

*Signage about hand washing and safe hygiene practices will be posted at each building.*

### 3. Cleaning

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

The Superintendent and the Facilities Director met to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations of the MI Safe Schools: Michigan 2020-21 Return to School Roadmap.

Orders will be made in conjunction with area schools and the Hillsdale ISD for cost saving.

All classrooms will be provided with a supply of hand sanitizing materials.

All custodians will be provided with a mask, a face shield and gloves to wear while cleaning. N95 masks will be provided and utilized any time custodians are asked to clean bodily fluids.

EPA approved COVID disinfectant will be utilized by custodial staff when no students are present.

Custodial staff will clean frequently used areas at least three times per day.

Student transfer from one classroom to another will not occur at the elementary. Middle School and High School students will sanitize their desks when the group leaves the room. All students will wipe their desks before and after eating. Custodians will sanitize each room with the Ion sprayer before the next group enters the room.

The custodial staff will clean the playground equipment twice per week.

Bus drivers will clean their buses at the end of each run.

### 4. Athletics

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

The school district will follow all MHSAA guidelines for athletics.

### 5. Screening

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

A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with school administrators and the Health Department along with the status of any referrals from the prior month.

LCS will follow the guidance of the local public health department regarding protocols for screening students and staff.

There will be an identified and designated quarantine area and a staff person to care for students who become ill at school.

Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required. 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.

Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. 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.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

A monitoring form (paper or electronic) for screening employees will be utilized.

Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.

Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

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.

The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations. Staff may still be asked to work from home and zoom into meetings or classrooms if able.

## 6. Testing

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

LCS will follow the guidance of the local public health department regarding protocols for screening students and staff.

Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask 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 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 should 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 should 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.

- Responding to a Positive Test
    - LCS will cooperate with the local public health department if a confirmed case of COVID-19 is identified and follow all necessary protocols including collecting 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 at the school.
      - Establish procedure for completing and documenting close contacts with affected individuals.
    - LCS 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.
      - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine.
- LCS will train staff on all confidentiality requirements relating to COVID-19

## 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).

All families will be surveyed to determine if they intend to ride the bus and bus runs and seating charts will be developed.

All bus drivers and students will wear face coverings during their entire time on the bus.

Each student and driver will utilize the hand sanitizing station upon entering the bus.

Each student will have an assigned seat on the bus which will provide as much distance from non family members as possible on the bus.

All buses will be cleaned at the completion of their morning run and their afternoon run.

Bus drivers will have windows open on the bus as much as possible.



**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.**

LCS will consult with the health department to determine if any modifications should be made.

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*.

LCS will consult with the health department to determine if any modifications should be made.

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*.

LCS will consult with the health department to determine if any modifications should be made.

**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.**

LCS will consult with the health department to determine if any modifications should be made.

## 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: August 13, 2020**

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

<https://drive.google.com/drive/folders/1Zcn1I1YGTjzma-cyjpL9X8LnrxeHnv6->

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

<http://www.lcsmi.org/covid-19>

*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: Mike Corey**

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

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