

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District:** Byron Area Schools

**Address of District:** 312 West Maple Avenue; Byron, Michigan 48418

**District Code Number:** 78020

**Web Address of the District:** [www.byron.k12.mi.us](http://www.byron.k12.mi.us)

**Name of Intermediate School District:** Shiawassee RESD

**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 will use a mixed media model of instruction utilizing online instruction through the platform of Google Classroom. Families will be surveyed both in a preliminary district wide survey and by individual teachers. Devices will be provided for students in grades K – 12<sup>th</sup> that do not have access to them at home. K and 1<sup>st</sup> grade students will use iPads and each 2<sup>nd</sup> – 12<sup>th</sup> grade student will receive a Chromebook. The parking lot will be open for Wi-Fi access for students each day. Instructional materials (i.e. paper, pencils, etc.) will be made available to families that cannot access Internet. All students will have access to grade-level/course textbooks/resources as needed to complete their work. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers will be expected to make weekly contact with students that are content based, with respect to the ability to access instructional materials, as well as focusing on the social and emotional well-being of each child. Check-ins with families are also encouraged. This may be accomplished electronically, via video conferencing, email correspondence, other messaging services, or telephone. Instructors will also list a daily time for office hours and a preferred method of communication that is accessible to all students. Student organizations, individual teachers, and administrators will continue to provide a presence in school correspondence and social media that promote overall wellness via student recognition, Positivity Project, and Social/Emotional Learning activities for all students.

For students with technology access, content will be delivered through the online platform, of Google Classroom, Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per day and asynchronous instruction through pre-made videos/lessons multiple times per week. For those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. Packets will be mailed or delivered to the student.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform of Google Classroom. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected each

week. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. A phone call would also be used as a follow-up if needed.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will utilize continuous monitoring and communication with our dual enrollment students by the mentor teacher (school counselor) through email and other online delivery platforms, such as Remind.

We will ensure that the students have the appropriate materials and support to complete these courses. For students enrolled in CTE programs, we will work with the principal to ensure our students have the ability to complete these courses. For the county-wide programs in which Byron students participate, we will follow the process outlined in the SRES D Plan. We will meet the needs of all students which include students with IEPs and 504 plans utilizing the template provided by the Shiawassee RESD.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (SRES D supports, DHHS, etc.)

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, social worker, SRES D supports, etc.) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

- B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:
1. **Face coverings** (p. 22)
    - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
      - i) All staff and all students in grades preK-12 when on a school bus.
      - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
      - iii) All staff when in classrooms.
      - iv) All students in grades 6 and up when in classrooms.

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

The expectations for wearing of face coverings following the requirements outlined in the “Michigan Safe Start Plan” and the process for students to obtain clean face coverings will be clearly stated for parents and students through District and building communications, including the following:

- School Messenger
- Email
- Newsletters
- School Public Address Announcements

Signage will be prominently posted on each main entrance of the school buildings as well as throughout the school facilities. These signs will clearly identify who is required to wear face coverings in each designated area of the buildings and grounds, including school busses.

Face coverings will be provided to every student and staff member to wear each day of instruction. Face coverings will be provided on the school bus and in the classroom.

Fabric and/or clear face coverings will be provided to PreK - 12<sup>th</sup> grade teachers with the requirement to wear the mask during instruction.

Individuals, staff and students, who claim medical exemption will need to provide a medical note from a doctor to his/her building Principal. A data base with those individuals exempted will be compiled and distributed by the building Principal’s office to the teachers.

PreK – 5<sup>th</sup> grade students will not be required to wear a face covering once they are settled in their classrooms unless the learning activity places the students within 6 feet of each other.

PreK – 5<sup>th</sup> grade students will be required to wear a face covering in all common areas of the school building.

6<sup>th</sup> - 12<sup>th</sup> grade students will be required to wear face coverings through the instructional day.

Students who are capable of wearing a face covering and refuse to do so in an area in which one is required, will work through the school code of conduct which includes documentation and parent communication.

Guests to each school building will be issued a disposal face covering upon signing in at the main office and will be instructed to wear the face covering at all times.

## 2. Hygiene

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

Sinks with hand soap and paper towels are located in all PreK - 6th grade classrooms.

All classrooms will be provided with hand sanitizer, tissues, and trash receptacles. All supplies will be checked and restocked on a daily basis. When additional supplies are needed during the instructional day, teachers will contact the building office.

Proper mitigation strategies, including hand washing and sneezing, will be communicated to families through School Messenger, Emails, and Newsletters. Parents will be asked to review and reinforce this with their children. The information will also be posted in each building as well as on our District webpage.

Teachers will teach students proper hand washing technique on the first day of school. They will reinforce this skill at least weekly.

Sharing school supplies will be limited.

Staff will complete the follow responsibilities:

- procure adequate soap, hand sanitizer, paper towels, and tissues
- post signage related to cleaning and hygiene strategies in each classroom, restroom, and common areas

### 3. **Cleaning**

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

Superintendent will meet with Maintenance and Custodial Supervisors to review all guidance related to cleaning and disinfecting of buildings outlined in the "Michigan Safe Start Plan".

Utilizing an inventory process, all cleaning supplies that are in compliance with the EPA-approved related to COVID will be ordered to be used for cleaning protocols.

The building Principal and custodial team will tour the building to identify areas of frequent usage throughout the building. Custodial staff will wipe these high frequency usage areas each day.

All classrooms will be provided with spray bottles with EPA-approved disinfectant, paper towels, and gloves to be utilized for additional cleaning protocols.

### 4. **Athletics**

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

All athletic programming will be held in the manner recommended through the Michigan High School Athletic Association.

All equipment will be disinfected before and after each use.

Students and staff must use proper hand hygiene techniques before and after each event and practice.

Student athletes will use individual clearly marked water bottles; these water bottles may not be shared. Handshakes and fist bumps will not occur between athletes, coaches, and spectators.

Student athletes and coaching staff must wear face coverings when utilizing District transportation for events. All participants including spectators, should confirm that they are healthy prior to each event.

Spectators will be required to wear face coverings and utilize social distancing (at least 6 feet) before, during, and after every event. Large scale indoor spectator events are suspended in Phase 4. Large scale outdoor spectator events are limited to 100 people and those people attending from different households must maintain 6 feet distance.

#### 5. Screening

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

Byron Area Schools will cooperate with the Shiawassee County Health Department regarding implementing all protocols for screening of staff and students.

#### 6. Testing

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

All testing protocols will be based on the requirements of the Shiawassee County Health Department. Byron Area Schools will cooperate with the Shiawassee County Health Department if a confirmed case of COVID-19 is identified. Contact information will be collected for any close contacts of the individual from two days before he/she showed symptoms to the time he/she left school. This information will then be provided to the Health Department.



**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).

Superintendent and Transportation Director will meet to review all guidance related to cleaning and disinfecting of busses outlined in the "Michigan Safe Start Plan".

Transportation Director will meet with Drivers to review all guidelines and protocols with respect to cleaning and disinfecting of busses and transporting children with the requirements of face coverings.

All students and Drivers will be required to wear a face covering when riding the bus to and from school. Disposable 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 a face covering.

Signage will be added to each bus to address the use of face masks of all students and drivers. Hand sanitizer containers will be installed on each bus. Each student will be required to use hand sanitizer as he/she enters the bus.

Drivers will keep all windows open on the bus (weather permitting) both in route and when stopped.

Each bus, including doors; windows; handles; and seats, will be properly cleaned after the departure of the last child from each run once the bus has returned to the Bus Garage.

**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.**

Byron Area Schools will follow those policies and procedures in which a District is required to implement based on the "Michigan Safe Start Plan" for Phase 5.

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*.

Byron Area Schools will follow those policies and procedures in which a District is required to implement based on the "Michigan Safe Start Plan" for Phase 5.

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*.

Byron Area Schools will follow those policies and procedures in which a District is required to

implement based on the “Michigan Safe Start Plan” for Phase 5.	
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- 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**.

Byron Area Schools will follow those policies and procedures in which a District is required to implement based on the “Michigan Safe Start Plan” for Phase 4.	
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## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:**

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

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

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

**Name of District/PSA/Nonpublic Leader Submitting Plan:**

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

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