

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District: West Iron County Public Schools**

**Address of District: 601 Garfield Ave. Iron River, MI 49935**

**District Code Number:36025**

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

**Name of Intermediate School District:Dickinson/Iron 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.

With the spring closure in 2020, West Iron identified areas in need of improvement to implement another situation in which students are not allowed into the buildings. The improvements are

1. Purchase of Chromebooks for every student in grades 3 through 12
2. Purchase of portable WiFi connections for those homes without
3. Summer staff training in Google Suite formats

These will be added improvements to our Continuity of Learning Plan as seen on our website

- 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.

1. Facial coverings must be worn by students aged 5 to 26, staff, and bus drivers during school transportation who are medically able. Students and staff will wear facial coverings either provided by themselves or from the school district. Any staff or student medically unable to tolerate a mask will provide medical notation and not be required to wear a mask. Facial coverings may be cloth, homemade, or disposable masks.

2. Facial coverings will be worn by staff and students in hallways and in common areas. Any staff or student medically unable to tolerate a mask will provide medical notation and not be required to wear a mask. Facial coverings may be cloth, homemade, or disposable masks.

3. All staff will wear face coverings except at meals or at times when they are alone in their classroom (i.e. during a preparation period). Any staff medically unable to tolerate a mask will provide medical notation and not be required to wear a mask. Facial coverings may be cloth, homemade, or disposable masks.

4. Facial coverings must be worn by students grades 6 and up who are medically able. Students and staff will wear facial coverings either provided by themselves or from the school. Any staff or student medically unable to tolerate a mask will provide medical notation and not be required to wear a mask. Facial coverings may be cloth, homemade, or disposable masks.

5. Facial coverings must be worn by students grades preK through grade 5 who are medically able. Students and staff will wear facial coverings either provided by themselves or from the school district. Any staff or student medically unable to tolerate a mask will provide medical notation and not be required to wear a mask. Facial coverings may be cloth, homemade, or disposable masks.

## 2. Hygiene

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

The District has purchased and will provide sanitation stations throughout the building that contain hand sanitizer of the type approved for safe and effective use against Covid-19.

1. Staff will remind students of proper handwashing techniques and will allow for opportunities for handwashing as frequently as possible.
2. Students will be reminded to cover coughs and sneezes using proper technique into an elbow or a tissue.
3. Staff will limit the sharing of classroom materials to the extent possible.
4. Students in classes where class change is a part of the day will wipe down their desks and seats at the end of each class period with a provided sanitary wipe.

The District will make use of an aerosol disinfectant sprayer during the school day in bathrooms and other common areas. It will also be utilized in the nightly cleaning of the buildings.

## 3. Cleaning

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

1. Frequently touched surfaces will be wiped down at least every four hours with either an EPA-approved disinfectant or with a diluted bleach solution.
2. Libraries, computer labs, arts and other hands-on classrooms will be cleaned frequently along with often touched surfaces and materials following each class session with an EPA approved disinfectant or diluted bleach solution.
3. Student desks will be wiped down with either an EPA approved disinfectant or a diluted bleach solution at the end of every class period.
4. Playground structures will undergo normal routine cleaning.
5. Cleaning and disinfecting products will be properly stored away from children and in properly ventilated areas.
6. Staff performing cleaning duties must wear gloves, facial covering, and face shield while performing cleaning activities.

#### 4. Athletics

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

1. The District will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFSHS).
2. Students, teachers, and coaches must use proper hand hygiene practices before and after practice, event or other team gathering. Prior to every event, every participant should affirm that they are healthy and symptom free.
3. All equipment should be disinfected after use.
4. Inter-school activities may be held, provided that facial coverings are worn on District provided transportation.
5. Spectators are allowed as per MHSAA practices and guidelines and limited in capacity per Michigan and/or MHSAA guidelines as appropriate for indoor or outdoor settings.
6. Participants will use their own water bottles and there will be no shared water bottles.
7. Handshakes, fist bumps, and other unnecessary contact must not occur.
8. The weight room and physical conditioning that require shared equipment are suspended. Outdoor conditioning with social distancing is permitted.

#### 5. Screening

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

The District will cooperate with the local public health department regarding proper protocols for screening students and staff. These protocols will be updated as they are shared from the local and/or state and federal health agencies.

**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 local and/or state and federal health agencies regarding protocols for students and for staff.

**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).

1. Students will use hand sanitizer/hand washing prior to entering a bus or via hand sanitizer provided on the bus.
2. The bus driver, staff, and students will wear facial coverings while on the bus. Any staff or student medically unable to tolerate a mask will provide medical notation and not be required to wear a mask. Facial coverings may be cloth, homemade, or disposable masks.
3. Buses will be cleaned and disinfected following each run. This includes frequently touched surfaces. Children will not be on a bus while it is being cleaned.
4. Equipment such as car seats, wheelchairs, walkers and other adaptive equipment used to transport students will be cleaned and disinfected daily.
5. Via collaboration with parent or guardian, transportation will be worked out for any student who is sick and not allowed to ride the bus home.
6. Students or bus drivers who become sick during the day must follow the proper protocols for sick students or staff.
7. Weather permitting, bus windows and doors will be kept open during cleaning to let air out and in.
8. Weather permitting, windows will be kept open while transporting students.

**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 the requirements for Phase 4 under Section B even when we are in Phase 5, with the exception of Athletics. We are electing stricter standards than required in this Phase to provide a safe environment to our staff and students. The exception in regards to this statement will be athletics, West Iron will follow phase 5 requirements, per guidance from MHSAA.

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 implement ALL of the Strongly Recommended protocols in Phase 5 which include the following:

**Personal Protective Equipment Strongly Recommended:**

Our district is electing to follow those Phase 4 restrictions which are identified above, in B 1.

**Hygiene Strongly Recommended:** Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

**Screening Students, Staff, and Guests Strongly Recommended:** Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school. Students who become ill with symptoms of COVID-19 at school 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. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

**Testing Protocols for Students and Staff and Responding to Positive Cases Strongly Recommended:** Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing. Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing. Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home. Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines. 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 within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

**Responding to Positive Tests Among Staff and Students Strongly Recommended:** 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. Schools can help the local health department by collecting data and contact information of those exposed. Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test). 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.

**Food Service, Gathering, and Extracurricular Activities Strongly Recommended:** Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks. Students, teachers, and cafeteria staff wash hands before and after every meal. All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people. If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.



**Athletics Strongly Recommended:** Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another. 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. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section. Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

**Cleaning Strongly Recommended:** Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution. Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able. Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary. Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

**Busing and Student Transportation Strongly Recommended:** Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus. The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus. Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned. Clean and disinfect 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) prior to morning routes and prior to afternoon routes. Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools. Create a plan for getting students home safely if they are not allowed to board the vehicle. If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above. If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

**Medically Vulnerable Students and Staff Strongly Recommended:** Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19. Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

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*.

We will be including all the highly recommended protocols.

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 will not be able to follow one strongly recommended item under the spacing, movement and access section which recommends space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. We have installed plexiglass where feasible and will provide other safety precautions and will space desks as far as possible.

## 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:**