



Kalkaska Public Schools

COVID-19 Preparedness and Response Plan

Revised: 3:00 pm
08/11/2020

Name of District: Kalkaska Public Schools

Address of District: 315 S. Coral Street, Kalkaska, MI 49646

District Code Number: 40040

Web Address of the District: www.kpschools.com

Name of Intermediate School District: Traverse Bay Area ISD

Name of Authorizing Body (if applicable): Traverse Bay Area ISD

School Board Members: Rachael Birgy, Mike Tinkle, Mary Scobey, John S. Rogers, Richard Hodgman, Regan Foerster and Wendy Watson

Leadership Team Members: Terry J. Starr, Arica Zenner, Laura Gehman, Ryan Moore, Staci Short, Rob Reese, Jenny Patton, Martin Neuhoff and Eric Stowers

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Plan Design/Formatting: Robin Bolen, Data/Technology

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.

MI Safe Schools

On June 30th, 2020, Governor Whitmer released the State of Michigan's MI Safe Schools Plan – also commonly referred to as the Return to School plan or Roadmap. The MI Safe Schools Plan is fundamentally guided by the MI Safe Start Plan and its subsequent phases. Below is a modified version of the MI Safe Start Plan graphic showing the correlation to the MI Safe Schools Plan:

1 Uncontrolled growth	2 Persistent spread	3 Flattening	4 Improving	5 Containing	6 Post-pandemic
Remote Learning	Remote Learning	Remote Learning	In-Person Learning	In-Person Learning	In-Person Learning
Similar to how 2019-20 ended.	Similar to how 2019-20 ended.	Similar to how 2019-20 ended.	Stringent Required Safety Protocols	Moderate Required Safety Protocols	Essentially back to old normal.
Same plan with tweaks	Same plan with tweaks	Same plan with tweaks	New plan required	Plan with more district choice	No plan needed

If our region, Region 6 or Traverse City Region, is in MI Safe Start Phase 1, 2, or 3, we are required to close the school building and return to remote learning.

If our region is in Phases 4 or 5, the school building is open (we are in Phase 5 as of July 23rd, 2020).

The MI Safe Schools Plan and Executive Order 2020-142 requires the district to create three plans for reopening in the fall.

- The first plan is for Phases 1, 2, and 3 and is a modified version of our Continuity of Learning (COL) Plan created in the Spring of 2020 for the remainder of the 2019-20 school year.
- Phase 4 requires a plan with strict, non-negotiable requirements.
- Phase 5 requires a plan with most of the same requirements as Phase 4 with the terminology switched from "Required" to "Strongly Recommended." Any Strongly Recommended item that is not included in this plan must be identified and addressed in this plan.

No plan is required for Phase 6.

Preparedness Plan Assurances

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

- ✓ KPS 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).
- ✓ KPS 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.
- ✓ KPS 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.
- ✓ KPS 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.
- ✓ KPS 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.
- ✓ KPS 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.
- ✓ KPS 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.
- ✓ KPS 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.
- ✓ KPS 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.
- ✓ KPS 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.

KPS Plans for Phase 1, 2, or 3 of the *Michigan Safe Start Plan*

Method of Instruction Delivery

- KPS plans to use remote instruction using the online learning platform OTUS. For students in grades K-8 remote instruction will include using Gen Net Virtual(™) and for grades 9-12 teachers will continue to produce video lessons of their own teaching as the primary mode of instruction. For students that do not have a device, the district will provide in grades 3-12 when the internet is available in the home. For students in grades K-2 and GSRP that have internet access available in the home, but do not have a device, the district will provide a device, to the extent feasible.
- Students without devices or internet access will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc.) will be made available to families who do not have them.

Instruction

- **For students with technology access:**
 - Content will be delivered through the online platform, (i.e., Gen Net and teacher-made lessons).
 - Teachers will be accessible for synchronous instruction (e.g., virtual meetings/office hours) and asynchronous instruction (e.g., pre-made videos/lessons, etc.) during normal school hours.
 - Teachers will monitor student access and assignment completion on a regular basis within OTUS.
 - Teachers will provide feedback to students on assignments through OTUS as they are completed.
 - Teachers will differentiate instruction within the platform to meet each student's needs.
 - Teachers will use OTUS to monitor student wellness, engagement, and completion of assignments.
- **For students without technology access:**
 - The main mode of delivery will be through hard copy instructional packets.
 - This may be supplemented with phone conferencing to support instruction if necessary. Those conferences would take place during the teacher's normal working day.
 - The instructional packets will be provided and collected during meal distribution. Packets will be mailed or delivered to students who do not participate in meal distribution.
 - Teachers will review the instructional packet and provide feedback to the student in a timely and effective manner as dictated by relevant safety protocols.
 - Instructional packets will include differentiated work, as needed, along with examples to support student learning. An example of this may be providing a student who is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up, if needed.
 - If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the district).
 - teachers will keep track of which students are completing the weekly instructional packets. Inconsistent completion (quantified by traditional grading standards) 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 (e.g., Communities in Schools of Northwest Michigan, Ironmen Health Center, DHHS, CMH, ISD supports, etc.)

- 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 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 counselors will help connect the family to outside agencies, if needed, to help meet their needs. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need as outlined in the teacher contract.

Communication

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access the plan. The plan will be posted on our district website, and a link will also be posted on our district and building Facebook pages.

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 (e.g., virtual meeting, email, Remind, Class DoJo, etc.) or through weekly phone calls.

- For students with technology access, teachers will also communicate multiple times each week with an emphasis on continuing to build relationships and maintain connections and keep a log of this communication.
- For students without technology access, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. They will also need to keep a log of all communication with students and families.

We will encourage relationships between students through technology or by phone or text.

Dual Enrollment

For our students in dual enrollment courses, we will be working with the provider to determine the next steps. We will ensure that the students have the appropriate materials and support to complete these courses. The students will be given credit or no-credit.

Career Tech Center

For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

Mental and Social-Emotional Wellbeing

- Staff are permitted in the buildings to conduct school operations
- Enact food distribution program
 - Kalkaska Public Schools will offer breakfast and lunch to all students, free of charge. Food distribution will continue to be available to all students at KPS. In addition to breakfast and lunch service throughout the week, KPS may provide food to families for the weekends. Additionally, support service may be provided.

Governance

- Create a district Return to School working group to:
 - Gather feedback from stakeholders: In a timely manner, Kalkaska Public Schools will solicit input from administrators, teachers, health care professionals and other support staff engendered to facilitate a “return” plan. The superintendent will communicate with school board members the progress of a “return” as well as all members of the KPS staff.
 - Revise the district’s remote learning plan to incorporate feedback: There will be a feedback mechanism established to constituents that could provide feedback on the hopeful success (or potential lack thereof) of the remote learning plan.
 - Share the district’s plan with stakeholders: Once the plan is developed it would require Board approval and funnel through the TBAISD and to the State for eventual registry.
 - Develop a continuation of services plan for students with special education services

Professional Learning

- Virtual PD and training around:
 - Equity and implicit bias, social-emotional learning, and culturally-responsive education
 - Remote learning
 - Data
 - OTUS, Gen Net and MI Virtual
- Utilize structures for teachers to collaborate to establish consistency and appropriate workloads

KPS Plans for Phase 4 or 5 of the *Michigan Safe Start Plan*

Safety Protocols

Personal Protective Equipment

Facial Coverings

The definition of an acceptable facial covering (mask) for school purposes is:

- One that covers the nose and mouth at all times
- One that is tight-fitting at the top and bottom
- One that adheres - emblem and design-wise - to dress code standards
- Is clean and in a condition with no holes or in disrepair.

● Staff Requirements

- Facial coverings must always be worn by **staff** except for meals.
 - PreK-5 and special education teachers should consider wearing clear masks.
- Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
 - Homemade facial coverings must be washed daily.
 - Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must be worn by staff and bus drivers during school transportation.
- Any staff member who cannot medically tolerate a facial covering must not wear one.
- Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- Note: Staff serving students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

● Student Requirements

- Facial coverings must be worn by **preK-12 students** during school transportation.
- Facial coverings must always be worn in hallways and common areas by **preK-12 students** in the building except for during meals.
- Facial coverings must be worn in classrooms by all **students grades 6-12**.
- All **students in grades K-5** must wear facial coverings unless students remain with their classes throughout the school day and do not come into

close contact with students in another class.

- Any student that is unable to medically tolerate a facial covering must not wear one.
- Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.
- Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.

● **KPS and Building 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 student orientations, and all staff orientations.
- Building, 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, or bus.
- Fabric face coverings will be ordered and provided to every student and staff member.
- Fabric and clear face coverings will be provided to preK-5 teachers with the requirement to wear the clear mask during instruction. Any other teacher at any grade level may also request a clear face covering if they are unable to wear a mask.
- Fabric face coverings will be the responsibility of students and staff and are to be washed on a daily basis.
- Disposable masks will also be available for students/staff to use if a fabric mask is not available.
- It is not recommended to take down or remove a mask to sneeze or cough.
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/Teen Health Corner personnel to provide rationale and documentation.
 - Exempted individuals will be recorded in a master database indicating this exemption.
- PreK-5 students will not be required to wear a face covering once they are situated in the classroom
- 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. A student who refuses to wear a face covering will be

treated like a safety violation and may require an escort to the office.

- Progressive discipline will be:
 - First Time: Ask to put on and provide a mask to the student if necessary
 - Second Time: Results in a quarantine area referral for a safety violation
 - Third Time: The student is removed from the building will be placed in remote programming
- Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continued violations of the expectation will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- 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.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

Hygiene

- Adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided to support healthy hygiene behaviors.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom. Custodial services will check every four hours during non-instructional times when possible.
- Teachers will contact the office immediately if supplies run out during the school day.
- Every classroom that does not have a hand-washing station will have hand sanitizer.
- Staff will 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.
- Teacher or school nurse/teen health professional will teach students the following at the beginning of the school year 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

- 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.
- 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
 - Room and materials cleaning schedule
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
 - A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website. Teachers may secure these supplies if agreed upon by individual school leadership.
- Custodial staff will:
 - Procure adequate soap, hand sanitizer, paper towels, tissues throughout the year.
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways
 - Monitor hygiene supplies and refill as needed during non-instructional times
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader

Cleaning

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must 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 must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- 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 products.
- Staff must wear gloves, surgical masks, and face shield when performing all cleaning activities.
- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for usage in different wings.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning. Disinfectant has a ten (10) minute dwell time.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map 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 8:00 a.m., 11:00 a.m., 2:00 p.m., 5:00 p.m., and following any evening activities in the building and at the end of night shift. Staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students.
 - During breaks in classroom schedules custodial staff will clean/disinfect rooms whenever possible.
 - Students will wipe down their area before leaving the room.
- Students will wipe down their area (desks) before leaving the classroom 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.
- A training on cleaning materials and protocols will be provided to the staff during the first week teachers return to school. Training will be on or around September 1st.

Athletics

- The district plan will Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). There are 3 main updates in regards to process: MHSAA Summer Guidance Update #1 dated June 2nd, 2020. Update #2 Dated June 9th(has changes to Regions 6 & 8) and MHSAA Update- July 17th in this update MHSAA is moving forward with a return to play plan for fall sports that follows this progression:
 - Play Fall sports in the Fall as scheduled.
 - If conditions deem it necessary, delay the start of some or all fall sports practices and competitions

- If conditions only allow some sports, play lower-risk fall sports with higher-risk Fall sports postponed until later in the school year.
- If any Fall sport is postponed or suspended, resume the season using a reconfigured calendar that would see a completion of Winter sports, followed by the Fall and Spring seasons potentially extending into July 2021.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
 Note: We will follow the KPS Return to Athletics Guidance Form Updated 6/23/2020 which includes taking the athletes temperature before each practice and or game.
 - This information is recorded and sent to our Athletic trainer at the end of each day.
 - The Trainer reviews the sheet and safely stores all the data.
 - Each Coach will be required to go through a workshop that will include the Director of Athletics and our Athletic Trainer to be sure that all are up to the required process prior to the start of any activities.
- All equipment must be disinfected before, during and after use.
- Athletic Transportation: Bussing athletes to and from contests would be the only way to control safety as we need to be in compliance with MHSAA guidelines.
 - Busing the athletes to an away competition allows coaches to take students' temperatures before leaving and when arriving at the destination as well as after the competition.
 - Parents driving athletes to sporting events would not be an option.
 - Transporting them home remains an option.
- 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.
- Indoors: The MHSAA Summer Guidance Update #2 dated June 9th, 2020 allows groups at spectator events up to 50 provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Outdoors: As of MHSAA Update # 2 dated 6/09/2020 the outdoor spectator or stadium events allow for groups of up to 250 provided people not part of the same household must maintain six feet of distance from one another.
- Each participant must use a clearly marked water bottle for individual use.
 - There should be no sharing of this equipment.
- Also teams visiting our facility will be required to bring their own water jugs and likewise when our teams travel they will have their own water jugs.

- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Per MHSAA Summer Guidance Update #2 dated 6/09/2020 Indoor weight rooms and physical conditioning is allowed as long as social distancing is strictly maintained as to minimize numbers in the weight room at any given moment.
- Per MHSAA Summer Guidance Update #2 dated 6/9/2020 Outdoor physical conditioning activities are allowed while maintaining social distancing

Screening

Requirements

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. (TBD by Local or State Health Department)
- CDC example daily **home** screening for Students and Staff
Symptoms include:
 - Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with fever
- These same symptoms will be used when screening students in our buildings once a potential COVID-19 case may be suspected.

Close Contact/Potential Exposure

- Had close contact with a person with confirmed COVID-19; or
- Had close contact with person under quarantine for possible exposure to SARS-CoV-2; or
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework.
- Lives in areas of high community transmission while the school remains open.

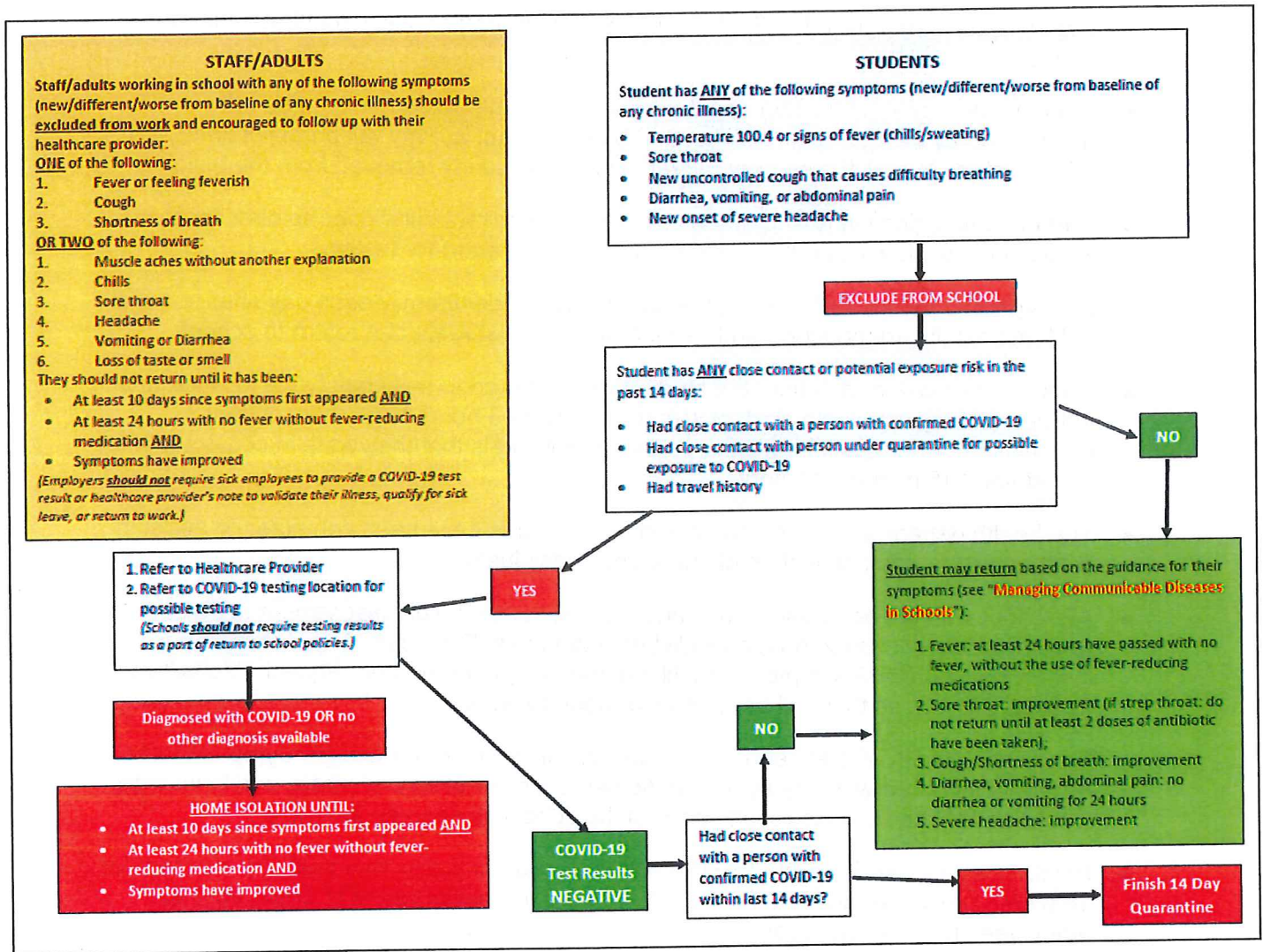
KPS and Building Implementation Plan:

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team/Cabinet Members and the Health Department along with the status of any referrals from the prior month.
- Each school building will identify a remote and secluded room, approximately 100 square feet 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. Ideally this room will have a window that can be opened while in use and closed after use.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. 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.

- 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.
- 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 based on a checklist of criteria to self-monitor. Any staff member displaying COVID-19 symptoms will fill out the Google Form, and request a substitute through Willsub, as they will be unable to report to work.
- The school health official/Teen Health Corner will monitor The Google Symptom form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- 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 that stay home awaiting test results will NOT count against employee sick time allocations.
- *See Grand Traverse County Health Department Toolkit for more information.*

School Scenarios with Action Steps



Testing

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. (TBD by Local or State Health Department)
- **If Someone Gets Sick**
 - Teachers, bus drivers, staff should watch students closely for signs of illness
 - Reminder: those include fever, cough, runny nose, congestion, loss of smell or taste, sore throat, shortness of breath, abdominal pain/diarrhea, vomiting/nausea, headache/dizziness
 - Ensure anyone with symptoms have a mask on, ideally a surgical mask. If they already have a cloth mask on, do not remove it; a surgical mask can be put over a cloth mask as long as it does not cause difficulty breathing.
 - Separate them from others ASAP to the isolation area.
 - If unable, mask and keep as far apart as possible
 - Contact tracing is very important
 - FERPA (and for public health, HIPPA) are important for maintaining the privacy of the ill student or teacher

- All those who have been in contact with a confirmed or probable COVID-19 case should be notified ASAP (contact with case starting 48 hrs. prior to symptoms onset).
- Close contacts will need to be in quarantine for 14 days past the date of last exposure.
- Contacts to a person who is a contact to a case DO NOT need to be in quarantine; only those that have been exposed to someone with contagious COVID-19.

● **Medical Follow-up:**

- If a student is ill or exhibiting symptoms of COVID, the parent/guardian should call his/her child's primary care provider or Teen Health Corner at 231-258-7791 and request an appointment. A telehealth or in-person visit may be appropriate. If it is decided a telehealth visit is best, the parent/guardian will be given instructions on how to connect to the visit.
- If it is determined during the visit that the student needs a COVID test, the test will be performed or the telehealth provider will send the order for a COVID test to the collection site of the parent/guardian's choice. The nearest collection sites are Kalkaska, Grayling, Traverse City, and Cadillac. The parent/guardian will have received instructions regarding quarantine from the ordering/primary care provider as well as when to expect the test results.
- For a medical emergency including severe respiratory distress (blue discoloration to lips, unable to carry on a conversation due to severe shortness of breath), call 911 for transport to the nearest emergency room.

● **Responding to Positive Tests Conditions**

- All schools must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.

● **Possible Scenarios**

- **Scenario 1: A student within the school is confirmed to have COVID-19 (tests positive for COVID-19 with a nasal/throat swab).**
- The student and all household members of the student are immediately excluded from school.
- The confirmed positive student must isolate at home. The student must be excluded from in-person school until:
 - 24 hours with no fever (without the use of a fever-reducing medication; and
 - Symptoms have improved; and
 - 10 days since symptoms first appeared.
- Close contacts are excluded from school for 14 days after their last date of contact.
- Some situations can result in exclusion longer than 14 days.

- **Scenario 2: A student within the school is symptomatic and the lab result for COVID-19 is pending.**
 - The student is excluded from school until the test result is available.
 - If the test result is positive, the student will be excluded from school, based on scenario 1.
 - If the test result is negative and the ill student is a close contact to someone with COVID-19, they must finish their quarantine.
 - If the test result is negative and the ill student has no known exposure to COVID-19, the student may return based on guidance for their predominant symptom(s) (refer to Managing Communicable Diseases in Schools).
 - Household members, other students, and staff who are close contacts of the pending case with no history of COVID-19 exposure (prior to lab results) should be monitored for symptoms. They do not need to be excluded from school.
- **Scenario 3: A student within the school is symptomatic and no testing for COVID-19 is done.**
 - For all students only if they answered YES to any questions in section 2 of the screener: – The student should be excluded from school until:
 - 24 hours with no fever (without the use of fever-reducing medication); and
 - Symptoms have improved; and
 - 10 days since symptoms first appeared.
 - For students that answered NO to all questions in section 2 of the screener: The student may return based on the guidance for their diagnosis/predominant symptoms (see Managing Communicable Diseases in Schools).
 - Household members, other students, and staff who are close contacts do not need to be excluded from school.
- **Scenario 4: A student within the school is a close contact to a confirmed COVID19 case.**
 - The student must quarantine for 14 days since the last date of close contact.
 - Household members, other students, and staff who are close contacts to the quarantined student do not need to be excluded from school.
 - *See Grand Traverse County Health Department Toolkit for more information.*

Food Service

Requirement:

Indoor assemblies that bring together students from more than one classroom will be prohibited.

KPS and Building Implementation Plan:

- **Birch Street Elementary and Cherry Street Intermediate Students**
 - Students will be served lunch in their rooms, unless the cafeteria can be utilized with social distancing.
 - Classrooms may utilize the cafeteria on a rotational basis.
 - Food Service staff will drop off bag/box lunches and disposable utensils, on a cart to the classroom 15 minutes prior to the designated lunch

period.

- Students needing breakfast will be provided breakfast prior to school starting, by using social distancing in the cafeteria. Students not needing breakfast will arrive at the beginning of the school day to report directly to class; morning recess will not be offered.
- **Rapid City Elementary Students**
 - Students who arrive by bus or between 7:30 a.m.-7:45 a.m. will eat breakfast in the cafeteria. Social distancing guidelines will be followed. Students who arrive at 7:45 or later will report directly to class.
 - Rapid City will use the cafeteria for lunch time. Social distancing guidelines will be followed.
- **Middle School Students**
 - Students will have breakfast in the cafeteria prior to the first bell. Seating will be limited and students not eating will not be in the cafeteria.
 - Lunch will be student pick up in the cafeteria or gym lobby through the lunch line and students will be allowed to eat in the gym lobby, memorial garden, hallways, designated classrooms, or cafeteria. Seating in these spaces will be arranged with social distancing guidelines.
- **High School Students**
 - Students will have breakfast in the cafeteria prior to the first bell. Seating will be limited and students not eating will not be in the cafeteria.
 - Lunch will be student pick up in the cafeteria, or multi-purpose room, through the lunch line. Students will be able to eat lunch in the cafeteria, multi-purpose room, hallways, or outside in the courtyard on nice weather days. Seating in these spaces will be arranged with social distancing guidelines.
- **Staff**
 - Elementary lunch workers will support the classrooms through the meal time supervising students.
 - Additional lunch monitors will be hired to supervise during the lunch period and/or helping to clean classroom high traffic areas, if necessary.
 - All staff will be trained on how to do meal counts.
 - All cafeteria workers will wear masks, face shields and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink to encourage the correct procedure for hand washing.
- **All Students** will wear masks into the cafeteria and can remove them when eating. They will put them back on when eating is completed.
- **All Schools** will have dividers between the students and the staff. At both middle and high schools, all food will be handed to the students with disposable trays and utensils.

- Nutrition Services Plan

Gatherings and Extracurricular Activities

Requirements

Indoor assemblies that bring together students from more than one classroom will be prohibited.

KPS and Building Implementation Plan:

- At this time no indoor assemblies will be held at the elementary and secondary buildings. All essential presentations will be done by remote monitors in the classrooms or by staff entering the room to share the needed information.
- At the elementary buildings, a schedule will be put together regarding use of the playground in order to ensure there is no co-mingling of students.
- Hand sanitizer will be used going to and from the playground.
- At the elementary buildings, due to social distancing on the playground, a rotating lunch recess schedule will occur for the week.
- All field trips are suspended, this will be reviewed as we move to Phase 5.
- All extracurricular activities will require face covering.
- School dances and events over 50 students will be temporarily discontinued and will be evaluated as we move to the next phase.
- All social distancing requirements will be in place, so events will be outside or in large ventilated areas.

Busing and Student Transportation

Requirements

- Drivers will require the use of hand sanitizers before entering the bus. Hand sanitizer will be supplied on the bus.
 - The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
 - Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
 - Transportation vehicles will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned.
 - Frequently touched surfaces in the vehicle will be cleaned and disinfected (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.
 - Equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.

- If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols [outlined above](#). If a driver becomes sick during the day, they must follow protocols for sick staff [outlined above](#) and must not return to drive students.
- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

KPS and Building Implementation Plan

- Contact will be made to all transportation companies that support the district to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A weekly meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for level 4 and discuss concerns or issues arising.
- 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.
- Hand sanitizers and supplies in which to brace/mount the hand sanitizer at the entrance of each bus will be ordered.
- 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 video will be maintained for a period of 90 days.
- Face coverings 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.
- Communication will be sent out weekly to families related to the mandatory nature of wearing a face covering 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 specific 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.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

- On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.
- **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.**

Kalkaska Public Schools will follow the same protocols as the Phase 4 plan.

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*.

All Strongly Recommended protocols will be followed to the extent possible.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

All Strongly Recommended protocols will be followed to the extent possible.

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**.

No exclusion.

All Strongly Recommended protocols from the *Return to School Roadmap* will be followed to the extent possible.

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: [Google.doc Link]

Link to the approved Plan posted on the District/PSA/nonpublic school website:
www.kpschools.com

Name of District/PSA/Nonpublic Leader Submitting Plan: Terry J. Starr,
Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 14, 2020

Date Submitted to State Superintendent and State Treasurer: To be completed by ISD Superintendent

Rachael Birgy 8/13/2020

Rachael Birgy, BoE President

