

COVID-19 Preparedness and Response Plan

Executive Order 2020-142 District Preparedness Plan

Name of District: Arvon Township

Address of District: 21798 Skanee Road, Skanee, Michigan 49962

District Code Number:07010

Web Address of the District: arvontownshipschool.org

**Name of Intermediate School District: Copper Country Intermediate School
District**

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1-5** 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 1-5** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1-5** 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 1-5** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution (lunches) to eligible students.
- ✓ The District assures that during **Phase 1-5** 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, 3, 4, or 5** 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.

Type district response here

District and Building Implementation Plan: Arvon Township School has determined that they will participate in distance learning through phases 1-5. Our comprehensive plan is outlined below.

The district plans to use a hybrid model of instruction using Google Classroom and Google Meet. Teaching and learning will occur throughout the scheduled school day with two-way communication between teacher and students. The school day structure and curriculum offered will remain the same as in-person learning. Devices will be provided for students in grades K-6 that do not have access to them at home, to the extent feasible. Additional devices "jetpacks" will be installed on student Chromebooks if needed, for more dependable Internet connection.

Students without devices or a way to receive the Internet will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will have two-way communication with students through Google Meet and Google classroom with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will include material packets that focus on essential content, building relationships, and maintaining connections. Staff will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

For students with technology access, content will be delivered through Google Classroom and Google Meet. Teachers will be accessible to students daily. Pre-made videos/lessons may be used on days direct/live instruction isn't possible. 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 to the student or picked up by family members.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform. 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 returned to school weekly. After packets are collected teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that 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. Packets may be mailed in or dropped off at the school (envelopes and postage would be provided by the district).

Families will be offered lunch/meal services through weekly distribution of lunches provided by Senior Meals. Lunch pick up will be coordinated with families and be available for pick up at the school. This plan will be implemented only if the minimum number of families participate. Information will be mailed to parents prior to the start of the school year. Federal lunch guidelines will be followed for free and reduced lunch prices.

The plan will be shared with parents/guardians through the school website. Parents and/o guardians will be informed of the plan through informational letters sent out before school begins. Informational videos will be available to families who need instruction on the use of google classroom and google calendar. Chromebook pick-up will be organized by school staff.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. Weekly health and well-being will be assessed through student friendly surveys and interactions with school staff. If a student does not have access to technology, paper surveys will be provided for them to complete. Staff 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. (31N coordinator, DHHS, ISD supports etc.)

Student survey results and informal, although ongoing, communication with families will be used to determine current mental health needs. Staff will provide information to families on how to request that the district complete an ISD form for social/emotional support. Based on the survey results or form requests, (31N Coordinator, ISD supports) 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. If a need is identified, the teacher will elevate that need to the principal to make the necessary follow-up. The principal will check with staff members to monitor student social/emotional health.

- B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 1-5** 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.

Our school has determined that for student and staff safety all classes will be held via two-way interaction (distance learning) throughout Levels 1-5. Only staff will be present at schools. Masks will be worn by staff members when in common areas such as the lunch room or hallway. When in classrooms where only one teacher is present no mask is required. Social distancing between staff members will be adhered to.

2. Hygiene

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

Touchless soap and hand sanitizer dispensers have been placed throughout the school building. Signs encouraging hand washing at least every two to three hours are posted. Personal items will be stored in areas so each staff member can keep items separate from others. Regular routine disinfecting of personal touch items and surfaces will occur throughout the day. Windows in individual classrooms will be open weather permitting.

3. Cleaning

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

Contracted services will provide cleaning of frequently touched surfaces including light switches, doors, benches and bathrooms daily. Correct and safe usage and storage of cleaning and disinfectant products will be adhered to by cleaning services.

4. Athletics

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

N/A (Arvon Township School does not house any organized sports/athletics).

5. Screening

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

Self-screening of staff is requested whenever they enter the building. This includes teaching staff, office staff, cleaning services, and any other person who enters the building. School board members are expected to follow the above protocol also. A self-assessment (looking for symptoms of illness) is completed along with a temperature check and hand sanitizing. Copies of the assessments are kept on file should contact tracing be necessary. No students will be in the building.

6. Testing

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

Arvon Township School agrees to cooperate with their local district health department if a confirmed case of Covid-19 is identified. Arvon School will also notify local health officials and staff immediately of any possible case of Covid-19 while maintaining confidentiality consistent with the American with Disabilities Act (ADA) and other applicable federal and state privacy laws.

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).

N/A (Contracted bus services will be suspended until in-person school resumes in phase 6.

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.

The protocol Arvon Township School follows will be the same for phases 1-5. Please see the information provided above.

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*.

The protocol Arvon Township School follows will be the same for phases 1-5. Please see information provided above.

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*.

The protocol Arvon Township School follows will be the same for phases 1-5. Please see information provided above.

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**.

The protocol will be the same for phases 1-5. Please see information provided above.

Michael D. ...

(Arvon Township School Board President) - Acting

8/11/20
(date)

Greg Stuchko

(Superintendent)

8-11-20
(date)