



COVID-19 Preparedness and Response Plan

Created in Compliance with Executive Order 2020-142,
using the MAISA District Preparedness Plan Template.

Name of District: Hillsdale Community Schools

Address of District: 30 S. Norwood Avenue

District Code Number: 30020

Web Address of the District: www.hillsdaleschools.org

Name of Intermediate School District: Hillsdale County Intermediate
School District

DRAFT: Updated 8-10-2020

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.

During PHASE 1, 2, or 3 the District will provide instruction utilizing the following methods/resources:

Learning Management Systems/Instructional Methods for Distance Learning

Hillsdale High School

- 1) Google Classroom: Teachers will conduct/create live and recorded lessons.
- 2) Edgenuity Software: Provides an inclusive platform for a full selection of courses for both required and elective curriculum.
- 3) Digital subscriptions or hard copy of required textbooks.
- 4) ZOOM sessions with teachers for individual and small groups of students.
- 5) Email will be utilized regularly between students/parents/teachers.
- 6) Phone calls may be utilized as needed.

Horizon Alternative High School

- 1) Edgenuity Software: Provides an inclusive platform for a full selection of courses for both required and elective curriculum.
- 2) ZOOM sessions with teachers for individual and small groups of students.
- 3) Email will be utilized regularly between students/parents/teachers.
- 4) Phone calls may be utilized as needed.

Davis Middle School

- 1) Google Classroom: Teachers will conduct/create live and recorded lessons.
- 2) Edgenuity Software (Provides an inclusive platform for a full selection of courses for all required curriculum/courses.)
- 3) Digital subscriptions or hard copy of required textbooks.
- 4) Pioneer Valley software for reading instruction.
- 5) ZOOM sessions with teachers for individual students and small groups of students.
- 6) Email will be utilized regularly between students/parents/teachers.
- 7) Phone calls may be utilized as needed.

Gier Elementary School

- 1) Google Classroom: Teachers will conduct/create live and recorded lessons.
- 2) Edgenuity Software (Provides an inclusive platform for a full selection of courses for all required curriculum/courses.)
- 3) Digital subscriptions or hard copy of required textbooks.
- 4) Pioneer Valley software for reading instruction.
- 5) ZOOM sessions with teachers for individual students and small groups of students.
- 6) Email will be utilized regularly between students/parents/teachers.

- 7) Phone calls may be utilized as needed.

Bailey Early Childhood Center

- 1) ZOOM sessions with teachers for individual students and small groups of students.
- 2) Seesaw: Seesaw is a platform for student engagement that inspires students of all ages to do their best, and saves teachers time. Students use creative tools to take pictures, draw, record videos and more to capture learning in a portfolio. Teachers find or create activities to share with students. Families only see their child's work and leave comments and encouragement.
- 3) Email will be utilized regularly between students/parents/teachers.
- 4) Phone calls may be utilized as needed.
- 5) These plans apply to the Great Start Readiness Program (GSRP).

Materials Needed

- 1) Electronic Device (Laptop, Chromebook, Tablet, or IPAD): The device must have the following capabilities:
 - Camera within or connected to the device
 - Microphone capacity within or connected to the device
 - Speakers (or) headphones within or connected to the device
 - Connected to the internet
- 2) Internet Connectivity
 - If internet connectivity cannot be established, the District will provide access to the lessons and content through alternative means. This may include...
 - Pre-loading content directly onto a device (Chromebook, tablet, computer, etc...) for use offline.
 - Pre-loading content onto an electronic storage device (i.e. flash drive) for use offline.
- 3) Hard copy (ie. paper) Learning Packets will be made available for students without reliable internet connectivity. Learning packets will also be made available for any student as needed to support the digital formatted materials.
- 4) Graphing Calculator (or) Graphing App
 - Students taking Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus
 - Teachers use a model TI84 when providing instruction.
- 5) The District will make available other required instructional materials as needed. Such materials vary by grade level and subject area; this may include textbooks, books for reading, rulers, dice, etc...

- 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.

PPE Provided by District: The District will make available, at District expense the following items:

- Staff Members
 - Five (5) cloth face masks.
 - Two (2) face shields.
- Students
 - Five (5) cloth face masks.
 - For students who cannot medically tolerate wearing a facemask, two (2) face shields will be provided.
- Students unable to wear a face mask for medical reasons will be required to have their physician complete the [face mask exemption form](#) prior to entering a school or bus without a mask.
- Exempted individuals will be recorded in a master database. A list of exemption individuals will be shared with the staff working directly with each person.

Communication of Face Mask Requirements

- The expectations for the wearing of face masks and how to obtain clean face masks will be distributed through multiple communications, including: handbooks, student orientation sessions, staff orientation sessions.
- Students and parents will be provided written guidance on the wearing of and expectations for maintenance of face masks. Students (when able) and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school.

Positive Behavior Supports for Students

- A focus will be placed on teaching PPE routines to maximize student independence.
 - Accommodations should be made for students to teach safety protocols. Examples include writing social stories, using video modeling, scripts, or other modes to increase independence and understanding of PPE.
- A restorative justice approach will be used for students who are capable of wearing a face mask but refuse to do so as required in face mask areas.
 - Safety will be prioritized over discipline measures.
 - All instances including staff response efforts will be documented and shared with parents if necessary.
 - An IEP review will be held for students demonstrating continued difficulty maintaining face mask protocol and remote instruction will be considered. This decision will be made collaboratively on an individual basis.

2. Hygiene

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

Overview:

Personal Protective Equipment (PPE) and adequate supplies to support healthy hygiene behaviors while at school will be provided to staff (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).

Training on cleaning materials and protocols will be provided to the staff during back to school orientation sessions. This training will emphasize the importance of using PPE, protocols for keeping classrooms clean, and storage of cleaning materials.

The following protocols and processes will be implemented:

- Limit sharing of supplies and personal items for both students and staff.
- Classes that must share tools, equipment and/or devices will sanitize shared items between uses.
- Students' personal items will be kept separate and in individually labeled cubbies, containers, backpacks, or assigned lockers. Each school will develop specific locations and protocols for accessing these materials.
- Disinfect/sanitize after small group use of materials prior to another group's use of the materials.
- Provide students time and instruction on how to properly disinfect their work space prior to leaving that space.
- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours or when changing locations or cohort groups, whichever is more frequent. Hand sanitizer may be used when soap/water are not available.
- Schools will provide adequate sanitizing opportunities for students (upon arrival, during class time and upon departure). Students should apply hand sanitizer prior to entering classrooms. All classrooms will have sanitizer stations available for use.
- Staff will check soap and hand sanitizer daily at the end of the day and refill as needed.
- Educate staff and students how to cough and sneeze into their elbow or to use a tissue. Wash hands immediately after.

Space and Movement

- Beginning of Day - Entering School
 - Health screenings will be provided for all students prior to entering the school building.
 - Students will enter the school in staggered times with a common cohort each day.

- Cohorts will use designated doorways.
- This process is based on the type of transportation. (Bus, Private Vehicle, Walk/Bicycle, Other)
- Each school will provide information to students and parents on these protocols.
- During the Day
 - Occupancy guidelines will be established for each classroom.
 - Unnecessary furniture will be removed from the classroom.
 - Spacing between desks/seats will be implemented as much as possible.
 - Student seating will be arranged to reduce students facing one another.
 - Plexiglass barriers may be utilized as necessary in classrooms.
 - Teachers should maintain distance between students as much as possible.
 - Clear masks may be used by teachers during instruction to enable students to see the teacher's face.
 - Students will maintain distancing guidelines while moving within the building.
 - Students who change classrooms will be released at varying times to reduce interaction in the hallways.
- End of Day - Leaving School
 - Students will be dismissed from class at assigned times, using designated doorways based on the type of transportation. (Bus, Private Vehicle, Walk/Bicycle, Other)
 - Each school will provide information to students and parents on these protocols.

3. Cleaning

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

Overview

The District will adhere to the required guidance related to cleaning and disinfecting of buildings as outlined in 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-19 will be taken and orders will be made to address increased cleaning protocols.
- Each building custodial team and the Maintenance Director will tour their building and identify areas of frequent usage throughout the building.
- Custodial staff will clean/disinfect the high frequency usage areas following any evening activities in the building.
- A cleaning protocol will be implemented for instructional spaces that includes a supply check, ensuring classrooms have adequate and appropriate EPA-approved disinfectant.
- Student desks and high frequency areas with EPA-approved disinfectant everytime students exit the room or once in the AM and PM, whichever is more frequent.
- Staff will teach students to assist with cleaning protocols for personal space.
- Individual disinfecting protocols may be in place to sanitize personal equipment as needed (i.e., wheelchairs, AAC device). These protocols will be created on an individualized basis
- Classroom staff should monitor for low supplies and submit requests as necessary via a work order.

- Gymnasiums, Libraries, computer labs, arts, and other hands-on spaces must undergo cleaning after every student group access prior to access of another separate class/group.
- Playground structures must continue to undergo normal routine cleaning.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing products away from children (follow child care licensing) and with adequate ventilation when staff use products.

Maintenance Operations (cleaning/disinfecting)

- Staff must wear gloves and face masks when performing cleaning activities.
- Electrostatic disinfectant machines will be used regularly at schools, on buses and throughout the school campus.
- Disinfecting kills most germs, depending on the type of chemical, and when the chemical product is used as directed on the label.
- Routine cleaning and disinfecting at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:
 - Door knobs and handles
 - Stair rails
 - Light switches
 - Handles on equipment
 - Telephones
 - Bus seats and handrails
 - Bathrooms
- Insure all PPE and disinfection supply levels are adequate for the next day

Note: Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using to minimize disease transmission.

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

4. Athletics

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

Overview

The District will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and National Federation of State High School Associations (NFHS).

- Students who are enrolled in the Online Learning Program as a Hillsdale Community Schools student and who meet the MHSAA guidelines and the District's Athletic Handbook requirements for participation may participate in the sports programs provided at their school.
- All equipment must be disinfected before and after use.

- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided.
- Spectators are allowed 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.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact should not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator events or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

5. Screening

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

Overview

The District will cooperate with the local health department regarding implementing protocols for screening students and staff. A copy of the District's screening and exposure protocols will be submitted to the local health department. The objective of this screening protocol is to keep students and staff healthy so that we can implement school in person.

- All staff will be trained on the health screening protocols.
- Families will receive information regarding all protocols and screening measures in place for students and staff.
- Families are encouraged to check their child's temperature at home every morning. Students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.
- Families should plan for the student drop-off process to take extra time each day. Screening will be conducted prior to entering the bus and/or school. Parents should not leave their child until the screening has been completed.
- Students will be considered "present and on time for school" when they are at school or at the bus stop waiting for the screening process to be completed.

Student Screening Process

- Screenings are provided by staff trained in the screening protocols.
- Temperature checks utilize a touchless thermometer to measure the forehead. A temperature of 100.4 or greater exceeds the limit. Students with a temperature above this level shall not enter the school or bus and should follow the local health department's guidelines.
- The following verbal questions are asked about possible exposure:
 1. Do you have any of these symptoms that are not caused by another condition? • Fever or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • Recent loss of taste or smell • Sore throat • Congestion • Nausea or vomiting • Diarrhea
 2. Within the past 14 days, have you had contact with anyone that you know had COVID-19 or COVID-like symptoms? (*Contact is being 6 feet or closer for more than 15 minutes with a person.*)
 3. Have you had a positive COVID-19 test for an active virus in the past 10 days or has a medical professional told you to self-monitor or self-quarantine because of concerns about COVID-19 infection?

Private Vehicles:

- Vehicles will be directed to park in designated spaces and remain in the vehicle.
- Students should remain in the vehicle until directed by the school staff member to exit.
- Screening is conducted outside of the school building. It is recommended to conduct the screening in the vehicle or nearby the vehicle.
- Students showing signs/symptoms of COVID-19 shall not enter the school and will remain in the care/supervision of their parents or designee.

Bus Riders:

- Students are screened at the bus stop before entering the bus.
- Screening is conducted by the bus aide.
- Students showing signs/symptoms of COVID-19 shall not enter the bus and will remain in the care/supervision of their parents or designee.

Walking/Bicycle/Other:

- Screening is conducted outside the school building at a location designated for this type of student.
- Students showing signs/symptoms of COVID-19 will be directed to a designated location to quarantine. The "During School" protocols will be implemented. Parents are expected to pick up the child in a timely manner.

During School:

- Students who become ill or present symptoms of COVID-19 at school should be placed in the identified quarantine area. Parents will be contacted and children should be picked up as soon as possible. The following protocols shall also be implemented:
 1. The student will wear a face mask. A face shield should be utilized when possible by a student who is medically unable to wear a face mask.

2. Staff caring for the child shall wear both a face mask and a face shield.
 3. The designated quarantine space shall not be used by others until the space has been cleaned and disinfected. Custodial staff will notify the school office as soon as the room is cleaned.
- The building administrator or designee will contact parents immediately with clear and concise directions on where and how to pick up the student. Options for testing locations will be provided if the parent chooses to have their child tested.
 - Symptomatic students sent home from school should follow the local health department guidelines for quarantine and treatment. Students must be symptom free, without fever reducers for 3 days prior to returning to school.

Staff Screening

- All staff will be required to conduct a health safety screening protocol prior to coming to work each day and verifying through the form that they are safe to work. This will include taking their temperature.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the District. The District will advise any symptomatic person to where, when, and how to get tested and to report those results back to the District as soon as available. Staff must be symptom free, without the use of fever reducers for 3 days before returning to work.
- When staff members are required by the district to self-quarantine due to exposure of COVID-19 or a positive test for COVID-19 while on duty, will be required to stay off school premises until cleared to return to work by the current local health department guidelines. While on quarantine and if asymptomatic, the teacher may continue to work remotely.

Visitor (Including Parents) Screening

- All visitors, including parents entering a District building will complete a screening process including a temperature check and screening questions related to symptoms and any known exposures.

Contact Tracing

- Monitoring forms are retained by the District and shared with the local health department as required.
- The health department will be contacted after parents have been contacted or once a staff member has confirmed a positive test to assist in contact tracing and notification of vulnerable individuals.
- During the time of quarantine, the student or staff 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.

6. Testing

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

Overview

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

- Students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (regardless of age) and must be picked up immediately by their parent or guardian, emergency contact, or transported by ambulance if clinically unstable. It is recommended they are transported to a testing site.
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and leave the campus immediately. It is recommended they go to a testing site.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from self-quarantine according to the local health department guidelines.
- Staff will be trained on the confidentiality requirements relating to COVID-19.

Potential and Confirmed Cases of COVID-19

- The District will cooperate with the local public health department if a confirmed case of COVID-19 is identified and follow all necessary protocols including collecting the contact information for close contacts while at school of the affected individual from two days before he/she showed symptoms to the time when he/she was last present at the school.
- The District will notify staff and students immediately of any possible case of COVID-19 while maintaining confidentiality as required by federal and state privacy laws.
- The local health department will initiate contact tracing.
- Others who were 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 or after confirmation of a negative test. Local health officials, depending on the situation, may identify other contacts who require quarantine.
- Students/parents will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- Students or staff who have a confirmed case of COVID-19 are able to return to work or school after quarantine for 14 days and have been symptom free (without the use of fever reducers) for 3 days.
- The District will cooperate with updates to quarantine guidelines made by the local health department.

7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

The District will...

- Display signage on the bus to address the use of face masks for all students and staff, use of hand sanitizers, and cleaning protocols.
- Students will be required to use hand sanitizer before entering the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear face masks while on the bus.
 - A list of students unable to wear a mask for medical reasons will be provided to the transportation director, bus driver, and bus aides in advance.
- Vehicles shall be cleaned/disinfected frequently, including 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 each use.
- Symptomatic students will not use group transportation to return home. If a bus driver/bus aide becomes sick during a work day, they must follow protocols for sick staff outlined above and must not return to drive students.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

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.

Overview

The District will continue to follow most of the same procedures, policies and protocols described in Phase 4 with the specific exclusions listed below.

- 1) PPE: Students and staff members may wear face masks, but may not be required at all times.
- 2) Social distancing/spacing protocols will be implemented as much as possible.
- 3) Athletics: The amount of spectators at indoor and outdoor events will align with the local health department requirements.

The COVID-19 planning team will monitor and adjust based on conditions present when the region enters into Phase 5.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

PPE: All staff members and students will be encouraged to wear face masks, but face masks may not be required at all times during Phase 5.

Hygiene: All “Highly Recommended” protocols are included.

Screening: All “Highly Recommended” protocols are included.

Testing Protocols for Students and Staff and Responding to Positive Cases: All “Highly Recommended” protocols are included.

Responding to Positive Tests Among Staff and Students: All “Highly Recommended” protocols are included.

Food Service, Gathering, and Extracurricular Activities: All “Highly Recommended” protocols are included.

Athletics: All “Highly Recommended” protocols are included, except the spectator size limits.

Cleaning: All “Highly Recommended” protocols are included.

Busing and Student Transportation: All “Highly Recommended” protocols are included, except that face masks may be worn by students and staff, but face masks may not be required at all times.

Medically Vulnerable Students and Staff: All “Highly Recommended” protocols are included.

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*.

PPE: Students and staff members may wear face masks, but may not be required to do so at all times.

Social Distancing: Separation/spacing of students and staff will be implemented as much as possible.

Athletics: The amount of spectators at indoor and outdoor events will align with the local health department requirements.

Busing and Student Transportation: Students and staff members may wear face masks, but may not be required to do so at all times.

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**.

PPE: Students in these grades PreK-5 may wear face masks in their classrooms, but will not be required to do so when they are with their designated cohort in their classroom or outdoors.

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: 8-10-2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: www.hillsdaleschools.org

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Shawn Vondra (Superintendent)

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: 8-11-2020

Date Submitted to State Superintendent and State Treasurer: