COVID-19 Preparedness and Response Plan
(Executive Order 2020-142 District Preparedness Plan Template)

Revised 4:00 PM
08/12/2020

Name of District: Decatur Public School
Address of District: 110 Cedar Street
District Code Number: 80050
Web Address of the District: www.raiderpride.org
Name of Intermediate School District: Van Buren ISD
Name of Authorizing Body (if applicable): NA
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 staff member must be performing duties that are considered essential in order to continually be paid.

✓ 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 DUE TO ISD AUGUST 15, 2020

LINK TO THE COLLABORATIVE VBISD SUPPORT WEBSITE

Preparedness Plan


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
Decatur Public Schools
Return to School Plan
2020-2021 School Year

Phase 1, 2, or 3
Virtual and distance learning options will be made available to all students in the District during Phase 1, 2, and 3. During these phases, in-person instruction will not be an option. Sample virtual/distance learning days of instruction can be viewed at [www.raiderpride.org](http://www.raiderpride.org) Under “Announcements…” open the items regarding remote learning examples. Google Classroom and Odysseyware will be used as the learning management system to provide resources and as a connection tool for teachers, students, and parents. Distance learning options will be utilized by our students especially in the elementary school. Live chats and two-way daily conversations will be utilized. Decatur Public Schools staff will be the teachers of record.

Virtual learning will look different depending on the age of the child. At Davis Elementary School, if we have enough parents interested in having their child in remote education, we could set up daily, online learning for students. This would require us to assign current teachers in the district to work only online with groups of students. The Jr. Sr. High School will use Google Classroom and Meet and classes may be live-streamed. Students will be required to login when their class is scheduled. Working remotely is a daily commitment. It will require supervision by parents, especially for our younger students.

All students in K-12 will be issued a Chromebook. According to our student/parent surveys, most students have access to the internet at home. For those families who don’t have internet, free internet service is available at the school as well as the local library. The school is in the process of obtaining hot-spots for families who can’t make it to town.

Unlike our continuity of learning plan, paper/pencil assignments will not be utilized. Online assessment and assignments will be used K-12. The staff have been trained in Google Management and will be able to utilize the teaching and learning platforms to assure that quality education will be delivered to the students. Daily communication between school and home is a must.

Here’s an example of a virtual learning day at Davis Elementary: 8:00-8:30, Breakfast; 8:30-9:15, ELA Class; 9:15-10:00, ELA word with Learning Coach; 10:00-10:15, Break; 10:00-10:30, Conference with teacher;, 10:30-11:00, Conference with teacher; 10:30-11:00, Finish ELA work and independent reading; 11:00-12:00, lunch and recess; 12:00-12:30, Special time; 12:30-1:15, Math Class; 1:15-2:00, Math work with Learning Coach; 2:00-3:00, work corrections, conference time with teacher.

In the Jr. Sr. High, here’s what virtual learning will look like: Students will be given a traditional class schedule consisting of six different courses Students will utilize Chromebooks to complete activities, assignments and projects through our Google Classroom platform. The
majority of this work will be identical to that being completed by students at school. All tasks will be assigned by a designated classroom teacher. Students are required to participate virtually with their peers during their designated class period. Attendance of virtual participation will be recorded. Students may often have access to instructional videos created by teachers and videos of classroom lessons. These videos will be found in Google Classroom. Teachers communicate and support remote learning.

Link to Decatur Public Schools’ original Continuity of Learning Plan
Link to Elementary Plan
Link to Secondary Plan

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.

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**Decatur Public Schools**
**Return to School Plan**
**2020-2021 School Year**

During Phase 4, Decatur Public Schools students and parents may select from two options:

**Option 1**
In-person instruction, Monday through Friday, 8:00 AM-3:00 PM. All required and strongly recommended safety protocols will be followed.

**Option 2**
Virtual and Distance Learning, utilizing Google Classroom and Odysseyware.

The District will operate on a 180 school day calendar.
As of the date of Board approval for this plan, Decatur Public Schools is in “Phase 4” of the “Return to School Roadmap.” This Roadmap, designed by the Governor and her task force, was created to help schools create a plan to return to school in the fall. In Phase 4, in-person instruction is permitted with required safety protocols including the wearing of facial coverings by students and teachers. Safety protocols and this plan can be read by visiting www.raiderpride.org. Before school begins, we will send all students and families a list of the safety measures we are required to follow. Please keep in mind, should the District slip back to Phase 1-3, in-person instruction will be suspended and virtual/distance learning will be our only options. Decatur Public Schools plans on returning to school with in-person instruction Monday through Friday. The first day of school with students is August 31. Students returning to school “in-person” is not only the recommendation of the Governor and the Michigan Department of Education, but also the American Academy of Pediatrics, the American Federation of Teachers, the National Education Association and the School Superintendents Association (https://services.aap.org/en/news-room/newsreleases/aap/2020/pediatricians-educators-and-sup erintendents-urge-a-safe-return-to-school-this-fall/). It is the belief of these associations that returning to school is important for the students’ social and emotional skills, as well as their educational development. Stakeholders are encouraged to research the reasons why it’s important for school to open in the fall.

Having said that, the Board of Education and the administration of Decatur Public Schools understands some families may not be comfortable with sending their child(ren) back to school. We respect these feelings and have a proposal as a possible option. Decatur Public Schools may be able to provide remote learning for children who will not return for in-person instruction. Virtual learning will look different depending on the age of the child. At Davis Elementary School, if we have enough parents interested in having their child in remote education, we could set up daily, online learning for students. This would require us to assign current teachers in the district to work only online with groups of students. The Jr. Sr. High School will use Google Classroom and Meet and classes may be live-streamed. Students will be required to login when their class is scheduled. Also, virtual students may be required to come to school to take assessments. Working remotely is a daily commitment. It will require supervision by parents, especially for our younger students. Parents should carefully consider the additional responsibilities and demands that are associated with their child learning remotely during Phase 4.
SUMMARY

During Phase 4, Decatur Public Schools will operate “in-person” instruction, Monday through Friday, 8:00 AM-3:00 PM per the “Return to School Roadmap.” All required safety protocols will be followed as well as most Strongly Recommended.

Understanding that some people will not allow their children to return to in-person instruction due to COVID-19, parents have been given the option to select “remote” learning for their children. Samples of “what” remote and in-person learning looks like are at www.raiderpride.org. Parents were asked to make a selection from these two options by August 7, 2020. Remote learning will follow guidelines as described in Phase 3.

The District will operate on a 180 school day calendar.

Personal Protective Equipment

REQUIRED

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. 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.

  o PreK-5 and special education teachers should consider wearing clear masks.
  o Homemade facial coverings must be washed daily.
  o Disposable facial coverings must be disposed of at the end of each day.

- Facial coverings must be worn by pre K-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or 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.

  o Homemade facial coverings must be washed daily.
  o Disposable facing coverings must be disposed of at the end of each day.

- Facial coverings must always be worn in hallways and common areas by pre K-12 students in the building except for during meals. 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.

  o Homemade facial coverings must be washed daily.
  o Disposable covering must be disposed of at the end of each day.
  o Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

- Facial coverings must be worn in classrooms by all students’ grades pre K-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student
who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

2. Hygiene
Please describe how you will implement the requirements for hygiene protocols from the Return to School Roadmap (p. 22-23). DISTRICT, BUILDING, CLASSROOM, STUDENT

Hygiene
REQUAdED

● Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper hand washing techniques).

● Teach and reinforce hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

3. Cleaning
Please describe how you will implement the cleaning requirements for cleaning protocols from the Return to School Roadmap (p. 27). DISTRICT, BUILDING, CLASSROOM, STUDENT

Cleaning
REQUAdED

● 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 mask, and face shield when performing all cleaning activities.

4. **Athletics**

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

**REQUIRED**

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

Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.

All equipment must be disinfected before and after use.

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.

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 must 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 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).

Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. Parents should screen their children each morning before they come to school. All employees and contractors associated with the school must self-screen. A health screener is provided by the district. Any student, employee, or contractor must not come to school if they have a temperature equal to or greater than 100.4 degrees.

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

Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

7. Busing and Student Transportation
Please describe how you will implement the requirements for busing and student transportation protocols from the Return to School Roadmap (p. 28). Sample supports for Transportation can be found here

Transportation Cleaning/Health Protocols
Inspect all buses and transport vehicles for cleanliness and safety.
- Inventory, collect, and purchase cleaning equipment and hygiene supplies with the understanding that buses will be disinfected more frequently and thoroughly than previous years. Use products recommended by the CDC, local health departments, and/or risk management professionals. Some of these products are listed on this website from the U.S. Environmental Protection Agency (EPA)
- Conduct worksite hazard assessments to identify COVID-19 prevention strategies, such as appropriate use of cloth face coverings or personal protective equipment (PPE), and follow the prevention strategies.
- All vehicles will have hand sanitizer that will be used upon entrance to the vehicle.
- All staff and students preK-12 will wear facial coverings while on the bus unless there is a medical or other reasonable exception as outlined in the Return to School Roadmap.
- Consideration should be given to whether additional PPE is necessary in respect to cleaning, disinfecting, and sanitizing.
- Thoroughly clean buses at least once a week and disinfect all buses and transportation vehicles before and after routes.
Wait 24 hours before cleaning and disinfecting a bus/transportation vehicle that transported a passenger or had a driver who tested positive for COVID-19 or exhibited symptoms of COVID-19. If 24 hours is not feasible, wait as long as possible. Affected buses can be used immediately after cleaning and disinfection.

When feasible, doors and windows will remain open for cleaning and increased air circulation.

Students that become sick will not be transported in a vehicle used for group transportation. Staff who become sick will not return to drive students until cleared by protocols outlined by the health department.

The following cleaning protocol will be adopted...

https://docs.google.com/document/d/1X2uke9Hfwz66_1T4k4O8kyYhv0LgwfGQ68fuZtL-Un8/copy

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.

Refer to the District, Building, Classroom, and Student policies and procedures below in number 1.

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. (see rows below for HIGHLY RECOMMENDED) See sample resources here DISTRICT, BUILDING, CLASSROOM, STUDENT

Audit necessary materials and supply chain for cleaning and disinfection supplies.

Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.

- Advocate for ISDs to coordinate with LEMPs.

Audit any additional facilities that the district may have access to that could be used for learning.

Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.

Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.

Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.

Encourage schools to provide advanced training for custodial staff.

Custodial staff should continue deep cleaning over the summer.

Audit all school buildings with a focus on:

- How many classrooms are available;
- The size of each classroom;
- Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
- The ventilation in each classroom.

Audit school security protocols to decide if any process changes need to be implemented.
- School security staff should follow CDC protocols if interacting with the general public.

Maintain facilities for in-person school operations.
- Check HVAC systems at each building to ensure that they are running efficiently.
- Air filters should be changed regularly.
- Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.

- Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.
- Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.

School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.

Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low-income students, and students with special needs.

Procure level-1 surgical masks for cleaning and janitorial staff.

### 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. (see rows below for HIGHLY RECOMMENDED)

<table>
<thead>
<tr>
<th>Category</th>
<th>Protocol Description</th>
</tr>
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<tbody>
<tr>
<td>Spacing, Movement and Access</td>
<td>Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.</td>
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### Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 12, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator can be found at www.raiderpride.org, go to “District Information” tab, scroll down to “Board of Education Minutes” and select “August 2020 Board Minutes”

Link to the approved Plan posted on the District website: www.raiderpride.org

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

Name of District Leader Submitting Plan: Patrick Creagan, EdD, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 13, 2020

Date Submitted to State Superintendent and State Treasurer: August 17, 2020

No ISD Approval for these plans.

Plans must be approved by your local Board of Education (include Board Agenda and Approval Minutes links in this plan)

SEND TO CMANSON@VBISD.ORG OR JMILLS@VBISD.ORG FOR FINAL BULK SUBMISSION TO MDE