

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Name of District: Almont Community Schools

Address of District: 4701 Howland Road, Almont, MI 48444

District Code Number: 44020

Web Address of the District: www.almontschools.org

Name of Intermediate School District: Lapeer County ISD

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

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

- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

District and Building Implementation Plan:

If the Almont Community Schools is located in Phase 1, 2, or 3 of the Michigan Safe Start Plan, the district will offer alternative modes of instruction other than in-person instruction. The details of our plan are:

- ACS intends on providing an online mode using Edgenuity Courseware for students in grades 6-12 and Edgenuity Pathblazer for students in grades K-5.

- Edgenuity Courseware: a full site of core curriculum, AP, honors, elective and credit recovery courses for middle and high school students. These online courses and curriculum are built using an instructional model grounded in research and aligned to state standards and NGSS. It combines direct-instruction videos featuring expert, on-screen teachers with rigorous assignments, performance tasks, and assessments to engage students and ensure subject-area mastery. Courseware offers core curriculum, credit and concept recovery, advanced placement, world languages, career electives, general electives, state-specific courses, and social and emotional courses.
- Edgenuity Odysseyware/Pathblazer: a comprehensive core curriculum offers students a variety of embedded instructional supports in every lesson across the curriculum. Throughout lessons, students receive feedback and assessments to guide their learning.
- All teachers in grades K-12 will implement Google Classroom as an online learning management system and for continuity of platform district-wide.
- ACS will provide all students access to an ACS teacher. These teachers will guide students through online instruction with digital tutoring, instruction through zoom or Google, and even phone calls and email, as needed. ACS teachers will grade all work.
- Edgenuity is an online program which will require students to have technology devices and internet services. ACS is a 1:1 school district and all students have a Chromebook to ensure participation in learning.
- Hard copy materials (packets, letters mailed home, books, etc.) can be provided for students when the area they live in does not have internet access.
- If a family qualifies for financial support (is identified as economically disadvantaged) the school district will assist the family in providing internet access through a remote hotspot during the duration of the closure.

Our goal is to keep students at the center of educational activities that prioritize student connection and family access to information. We will strive to reach out to all of our students as often as possible. Important notifications will be written and will be dispersed to our families in several ways and through multiple platforms: 1. Emailed home to every household (both in district and out of district), placed on the district website homepage, communicated via social media platforms (District Facebook page). Additionally, a phone message/alert will be sent to all families via School Messenger which is tied to our PowerSchool platform. All-important notifications will be uploaded onto our District website for accessibility. These communication methods and platforms are ones in which our students and families are already familiar with and that currently exist in our school system.

We will consistently encourage and maintain two-way communication with students and families. Our staff will work daily to maintain the positive and collaborative relationships they have established with students and families in efforts to provide support and encourage participation in educational activities. This includes responding in a timely manner to communication requests and also initiating communication with students and families weekly. District administration will support these endeavors and assist teachers.

We will prioritize the social, emotional and mental well-being of students through the use of our recent SEL training and support from our district counselors and social workers.

Each building in the ACS district will maintain a document of what learning is being provided by individual teachers and track participation and learning. Teachers will use a variety of tools and strategies to monitor and provide feedback. An example would be projects that students create to demonstrate (via phone calls, videos, artwork, etc.) their learning. Other tools that may be used include digital survey tools.

ACS has provided social and emotional learning practices links and resources to all families through

communication methods as listed above in question 7. Additionally, these links and resources will continue to be shared weekly as part of our continued learning plan weekly communication. The following plans are in place to address the ongoing mental health needs of our students and families:

AHS: Counselors at our high school have been working to connect with students previously identified as needing mental health support prior to closure. Additionally, they have been responsive to students who have reached out to them requesting support or answers to questions.

AMS: The Behavioral Interventionist at our middle school has been working to connect with students previously identified as needing mental health support prior to closure. Additionally, she has been setting up an on-line platform to provide ease of access for students and families to reach her. She will also be available to collaborate with teachers to assist teachers in meeting the mental health of students.

Orchard Primary School: The Behavioral Interventionist and Consortium for Exceptional Children (CEC) social worker at Orchard Primary School will be checking in with her caseload of students/families identified for support prior to closure. If other students are identified for support, she will work with building principals to establish contact with families and students. She will also be available to collaborate with teachers to assist teachers in meeting the mental health of students.

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.

District and Building Implementation Plan:

Employee Facial Coverings:

- The Almont Community Schools will provide each employee, throughout the district, one washable mask/facial covering. All employees will also receive a face shield, if they are required to clean and/or would like one. Paper masks will also be available for all employees. For all employees, homemade facial coverings and cloth masks (including the one provided by the district) must be washed daily and disposable facial coverings must be disposed of at the end of each day.
- Facial coverings will always be worn by staff, except for meals, unless face coverings cannot be medically tolerated or unless a staff member is incapacitated or unable to remove the facial coverings without assistance. Pre K-5 teachers will consider wearing clear masks, which we will provide.

- All employees will wear facial coverings when on a school bus. This is to include school bus drivers, school bus aides, and any other staff that may be present on a school bus.
- All employees will wear facial coverings when in hallways and common areas, when in classrooms, and when unable to appropriately social distance at any time, at any place, on school campus.
- If an employee arrives on campus without a mask, one will be provided for them.
- An employee who is medically unable to tolerate a mask must provide documentation from a medical professional. This documentation must specifically state that a mask is not medically tolerable. Individuals who are medically unable to wear masks or face coverings will be asked if they can tolerate a face shield.
- Building and district administration will monitor the implementation of these required components.

Student Facial Coverings:

- The Almont Community Schools will provide each student, throughout the district, a washable mask/facial covering. These masks will be purchased and provided by the district. Paper masks will also be available for all students. For all students, homemade facial coverings, as well as the cloth masks provided by the school district, must be washed daily and disposable facial coverings must be disposed of at the end of each day.
- Facial coverings will be worn by PreK-12 students during school bus transportation unless face coverings cannot be medically tolerated or a student is incapacitated or unable to remove a face covering without assistance.
- All students will wear facial coverings when in hallways and common areas in all buildings, except during meals.
- Facial coverings will be worn in classrooms by all students in grades 6-12 unless a student is medically unable to tolerate a mask or incapacitated or unable to remove a face covering without assistance.
- All students in grades K-5 will 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.
- If a student arrives on campus without a mask, one will be provided for them.
- A student who is medically unable to tolerate a mask must provide documentation from a medical professional. This documentation must specifically state that a mask is not medically tolerable. Individuals who are medically unable to wear masks or face coverings will be asked if they can tolerate a face shield.
- Staff will work to build in positive behavior intervention support teachings/lessons focused on mask wearing requirements during the school day, including, correctly putting masks on and off as required. This will include direct instruction with common vocabulary, thorough and intentional communication of expectations and requirements, and building positive and trusting relationships with students to encourage mask wearing requirements. Required mask guidelines will be added to each building's Code of Conduct and student handbooks, if required.
- Building and district administration, along with classroom teachers and building staff members, will monitor the implementation of these required components.
- In addition to these required components, building administrators will consult with special education teachers and directors to consider facial coverings for K-5 students, with special

needs, in classrooms.

2. Hygiene

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

District and Building Implementation Plan:

- The Almont Community Schools will provide adequate supplies to support healthy hygiene behavior. This includes soaps, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques.
- Information regarding the district's purchasing of supplies to comply with these requirements can be found below in the cleaning section.
- All buildings will intentionally teach and provide expectations for handwashing with soap and water for at least 20 seconds and articulate the appropriate and safe use of hand sanitizer that contains at least 60% alcohol.
- In addition to the required components, ACS will also attend to the "strongly recommended" components. This includes:
 - Educating staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Tissues should then be thrown into the trash and hands washed immediately using proper hand hygiene techniques.
 - All soaps and sanitizers will be checked frequently and refilled as needed
 - Teachers/classrooms will have scheduled handwashing with soap and water at least every 2 to 3 hours.
 - Students in grades 6-12 will be encouraged to wash hands as frequently as possible.
 - All teachers/classrooms/buildings will strive to limit the sharing of personal items and supplies such as writing utensils. Sharing of items, if needed, will be done only in small groups and staff will disinfect the items between uses.
 - Students' personal belongings will be kept separate and in individually identified cubbies, containers, lockers, or areas.
 - Students will not share lockers or space where personal items are kept when feasible.
 - All classrooms will limit the use of shared classroom materials and Hand sanitizing stations have been installed in each classroom in each building.

3. Cleaning

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

District and Building Implementation Plan:

- Cleaning efforts, including the purchasing of EPA-approved disinfectant and industrial cleaners and equipment will be coordinated by the Director of Maintenance in conjunction with

management and staff from Axium.

- Frequently touched surfaces including light switches, doors, benches, and bathrooms will undergo cleaning by custodians at least every four hours. An EPA-approved disinfectant or diluted bleach solution will be utilized during each cleaning.
- Classrooms and learning spaces featuring “hands-on” learning experiences, shared equipment, computers, and/or materials will undergo cleaning after every class period. Any shared equipment (lab equipment, art equipment, gym materials, etc.) will be cleaned after use with an EPA-approved disinfectant or diluted bleach solution.
- Elementary buildings will clean classroom hands-on materials and resources as aligned with classroom procedures.
- Student desks will be wiped down with an EPA-approved disinfectant or diluted bleach solution after every class period in which students change classrooms or after seating within a classroom.
- Media Centers will be open for class use. Students will not return books to shelves after browsing, etc. Books will be collected and restocked by employees after utilizing appropriate cleaning procedures as described above (sanitizing).
- Playground structures will undergo normal cleaning, as per current practice.
- Cleaning and disinfection products will be stored safely away from children in locked storage with adequate ventilation.
- Transportation vehicles will be cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned. Frequently touched surfaces in the vehicle, including surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors, windows, and grab handles will be cleaned prior to morning routes and to afternoon routes. Bus cleaning will be conducted by bus drivers, transportation personnel, mechanics, and/or custodians, as appropriate.
- Car seats, wheelchairs, walkers, and other adaptive equipment being transported to school will be cleaned daily by bus drivers and bus aides.
- Staff conducting cleaning will wear gloves, surgical masks and face shields when performing all cleaning activities.
- Disinfection machines which utilize static electricity to better adhere to surfaces have been purchased for the campus. Disinfection in classrooms and school transportation vehicles will take place only after school hours and on a rotating schedule (or as needed). The Director of Maintenance and management from Axium will establish a schedule rotation to assure classrooms and vehicles are disinfected regularly.
- In the event of a confirmed, clinically diagnosed case of COVID-19 in a staff member or student:
 - Any area in which an individual who tested positive was housed or transported will be extensively cleaned.
 - As is possible and practical, smaller affected areas such as individual classrooms may be closed for 24 hours before cleaning to minimize the risk of any airborne particles
 - Cleaning staff will wear a surgical mask, gloves, and face shield when cleaning any affected area
 - Affected areas will be subject to additional deep cleaning before being used, including room-wide disinfection.

4. Athletics

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

District and Building Implementation Plan:

- The district will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Any student interested in participating in athletics must have a parent/guardian sign the *Almont Schools Athletic COVID-19 Assumption of Responsibility* form prior to participation.
- Student-athletes, teachers, coaches, and staff will use proper hand hygiene techniques before and after every practice, event or other gathering. This includes the use of hand sanitizer before, during (as appropriate according to activity and equipment use), and after, as well as regular hand washing before events.
- All participants, including coaches, will confirm that they are healthy and without COVID-19 symptoms prior to any event. Coaches will self-report using the Almont Community Schools Staff Screening Checklist. Coaches will collect and document screening information for participating student-athletes using the ACS Athletics screening tool.
- All commonly shared equipment will be disinfected before and after use. The Athletic Department will provide appropriate cleaning materials to coaches.
- Each participant must use a clearly marked water bottle for individual use. There will be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Use of indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Any weightlifting, when done, will occur through an outdoor classroom with all required safety measures in place.
- Outdoor physical conditioning activities are allowed while maintaining social distancing guidelines.
- Large scale indoor spectator events are suspended.
- Large scale outdoor spectator or stadium events can be held, but are limited to 100 people, provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times between spectators not from the same household. Entry and exit points will be monitored to prevent overcrowding.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent section titled, "Busing and Student Transportation."

5. Screening

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

District and Building Implementation Plan:

Screening:

The district will fully comply and consult with local public health officials regarding the design and implementation of protocols for screening staff and students.

ACS will require staff to do the following:

- Conduct daily self-examinations, including a temperature check, prior to reporting to work
- Stay home if they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater
- Report daily responses to self-monitoring questions on the *Almont Community Schools Staff Screening Checklist* when reporting to work
- Follow established safety protocols, which may include taking a COVID-19 test if symptoms warrant or as advised by the local Health Department
- Staff who become ill during the school day will be sent home, their work area will be immediately disinfected, they will be asked to report symptoms and follow school safety protocols, which may include taking a COVID-19 test if warranted by symptoms or as advised by the local Health Department.
- Employees with a confirmed case of COVID-19 may only return to the workplace after they are no longer infectious, as confirmed by a negative COVID-19 test and under the guidelines established by the local Health Department. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC to assist in its determination

As per the advice of the Director of the Lapeer County Health Department, ACS will ask parents to do the following:

- Check each child's temperature at home every morning using oral, tympanic, or temporal scanner and keep any child with a temperature of 100.4 or greater at home
- Monitor each child for symptoms of COVID-19, including cough or shortness of breath, and keep any child such symptoms at home
- Keep children with COVID-like symptoms (respiratory, gastrointestinal, and temperature in excess of 100.4) home until they have tested negative for COVID-19 or have completely recovered according to CDC and local Health Department guidelines
- Voluntarily report the results of this monitoring to school personnel
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area (office "sick room" or other vacant area) with a surgical mask in place, under the supervision of an adult employee. Adults caring for these children will wear a surgical mask.

6. Testing

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

District and Building Implementation Plan:

Testing Protocols:

The district will fully comply and consult with local public health officials regarding the design and implementation of protocols for testing staff and students.

- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a surgical mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

- Staff who develop a fever or become ill during the school day will be sent home, and they will be asked to report symptoms and follow established school safety protocols, which may include taking a COVID-19 test if warranted by symptoms - or as advised by the local Health Department. As appropriate, staff may be transported directly for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC or local Health Department guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school, as directed by the local Health Department and by using Health Department approved messaging, in order to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, the district, as guided by the local Health Department, will take immediate action to assist in the process of communicating with close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can consult with local health officials regarding appropriate action. The Health Department officials may advise a quarantine of the close contact for a period of 14 days at home.
- In the event of a clinically diagnosed case of COVID-19 at school, students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. In this scenario, only those that develop symptoms require testing for COVID-19.
- As per the advice of the Director of the Lapeer County Health Department, ACS will ask parents to conduct the following monitoring:
 - Check each child's temperature at home every morning using oral, tympanic, or temporal scanner and keep any child with a temperature of 100.4 or greater at home
 - Monitor each child for symptoms of COVID-19, including cough or shortness of breath, and keep any child such symptoms at home
 - Keep children with COVID-like symptoms (respiratory, gastrointestinal, and temperature in excess of 100.4) home until they have tested negative for COVID-19 or have completely recovered according to CDC and local Health Department guidelines
 - Seek care from a primary care provider if any unexplained symptoms, including cough or shortness of breath are present
 - Voluntarily report the results of this monitoring to school personnel
- Responding to Positive Cases:
 - The district will fully comply and consult with local public health officials regarding the design and implementation of protocols for responding to positive cases of COVID-19 among students and staff.
 - The district will fully cooperate with the local Health Department if a confirmed case of COVID-19 is identified, and in particular, will 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 school.
 - In the event of any possible case of COVID-19, the district will notify local health officials, staff and students, as appropriate and as guided by the local Health Department. The district will maintain confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - The local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked by the Department to self-quarantine for up to 14 days after exposure.
 - Local health officials, depending on the situation, may identify other contacts who require quarantine.
 - The district will help the local Health Department by collecting data and contact information of those exposed.

- The district will adhere to confidentiality laws and statutes that protect student and staff health information.
- Student communicable disease related information is protected.
- Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge any individual associated with a positive test.
- Employees with a confirmed case of COVID-19 may only return to the workplace after they are no longer infectious, as confirmed by a negative COVID-19 test and under the guidelines established by the local Health Department. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC to assist in its determination.
- Cleaning staff will wear a surgical mask, gloves, and face shield when cleaning any area in which an individual who tested positive was housed. These areas will be subject to additional deep cleaning before being used, including room-wide disinfection using fogging machines. As is possible and practical, smaller affected areas such as individual classrooms may be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

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).

District and Building Implementation Plan:

- Hand sanitizing dispenser units will be fixed to bus entrances and students will be required to use hand sanitizer before entering the bus.
- Bus drivers, staff, and all students, if medically feasible, will wear facial coverings while on the bus. Bus drivers may wear face shields in addition to, or in lieu of, masks in situations in which it is not safe for the driver to wear a mask. Decisions about these situations will be made on a case-by-case basis by the Director of Transportation in consultation with local public health officials.
- Students who do not have a mask will not be allowed to board school vehicles, provided the bus driver or Director of Transportation is able to contact a parent immediately to arrange pick up by the parent. If a parent cannot be reached in a timely manner, students will be issued a disposable mask by the bus driver and allowed to board the vehicle. Students who openly and overtly refuse to wear masks will be considered insubordinate. In such cases, students' parents will be notified for pick-up and the district will follow appropriate disciplinary measures.
- If PK-6 grade students refuse to board a vehicle when being picked up in the morning, and the district is unable to contact a parent for quick pick-up, a school employee will be dispatched to the stop to wait with the student until a parent arrives on site. If a student refuses to board a bus afterschool, they will be returned to the school's main office for parent pick up.
- If 7-12 grade students refuse to board a vehicle when being picked up in the morning, parents will be contacted for student pick-up. If a student refuses to board a bus afterschool, they will be returned to the school's main office for parent pick up. In cases of insubordinate behaviors Student Code of Conduct dispositions will apply. Students may also be suspended from using

school transportation.

- Students who become ill during the school day will not use group transportation to return home. These students will be held in the respective “sick room” at their school building, under the care of office staff. Parents will be contacted by the district for student pick-up.
- If a driver becomes ill during the day, he/she will be directed to follow established safety protocols and will be sent home. In order to return to work, the driver will be required to complete the district safety protocols for return, which may include COVID-19 testing.
- Weather and safety permitting, windows will be kept open while vehicles are in motion to help reduce the spread of viruses by increasing air circulation.
- Transportation vehicles will be cleaned and disinfected before and after every transit route. Children will not be present when a vehicle is being cleaned. Frequently touched surfaces in the vehicle, including surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors, windows, and grab handles will be cleaned prior to morning routes and to afternoon routes. Bus cleaning will be conducted by bus drivers, transportation personnel, mechanics, and/or custodians, as appropriate.
- Car seats, wheelchairs, walkers, and other adaptive equipment being transported to school will be cleaned daily by bus drivers and bus aides.
- Weather permitting, doors and windows of transportation vehicles will be kept open when cleaning the vehicle between trips, with the purpose of thoroughly “airing out” vehicles.
- Staff conducting cleaning will wear gloves, surgical masks and face shields when performing all cleaning activities.

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 Almont Community Schools plan to continue to follow all of the following required components of the Safe Start Plan for Phase 4 as written when in Phase 5:

- Hygiene
- Cleaning
- Screening
- Testing
- Responding to Positive Cases

1. Indicate which strongly 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 Almont Community Schools plan to continue to follow all of the following highly recommended components of the Safe Start Plan for Phase 4 as written when in Phase 5:

- Hygiene
- Cleaning
- Screening
- Testing

- Responding to Positive Cases

2. Indicate which strongly 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 Almont Community Schools plan to continue to follow all of the following required components of the Safe Start Plan for Phase 4 as written when in Phase 5 except in the following two areas, where compliance in Phase 5 is strongly recommended rather than required.:

- Personal Protective Equipment
- Busing and Transportation

D. After considering all the protocols that are strongly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are strongly recommended for any of the categories above in **Phase 4**.

- Personal Protective Equipment/Face Coverings
 - District plans to implement all Required protocols and Strongly Recommended protocols as feasible.
- Hygiene
 - District plans to implement all Required protocols and Strongly Recommended protocols as feasible.
- Cleaning
 - District plans to implement all Required protocols.
- Athletics
 - District plans to implement all Required protocols.
- Screening
 - District plans to implement all Required and Strongly Recommended protocols.
- Testing
 - District plans to implement all Required and Strongly Recommended protocols.
- Responding to Positive Cases
 - District plans to implement all Required and Strongly Recommended protocols.
- Busing and Student Transportation
 - District plans to implement all Required protocols.

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: July 27, 2020

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

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

Name of District/PSA/Nonpublic Leader Submitting Plan: William Kalmar, PhD,
Superintendent of Schools

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:

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