



Leslie Public Schools

4141 Hull Road, Leslie, MI 49251 - (517)589-8200 - www.lesliek12.net

COVID-19 Preparedness and Response Plan

GSRP/Head Start - Woodworth Elementary - Leslie Middle School - Leslie High School

Name of District: Leslie Public School

Address of District: 4141 Hull Road, Leslie, MI 49251

District Code Number: 33100

Web Address of the District: www.lesliek12.net

Name of Intermediate School District: Ingham Intermediate School District (IISD)

Name of Authorizing Body (if applicable): Leslie Public Schools Board of Education

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.

Leslie Public Schools Implementation Plan:

The district plans to use a blended model of instruction for PreK-12, using online learning platforms as the primary modes of instruction using Google Classroom, or paper instructional packets. For those students that require a device, the district will provide devices based on a first come, first serve basis to students K-12. Students without devices or internet access will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them on Mondays. The district will make accommodations for extenuating circumstances.

All students will be scheduled with a full course load, including 6 hours and 52 minutes of instruction. They will have access to grade-level/course textbooks/resources as needed to complete their work. The district will do everything it can to meet student/family needs and allow for full participation and success of all students.

Teachers/Staff will be expected to make weekly contact with students through Google Classroom or through students returning completed instructional packets. Teachers will make contact weekly with students who are not adequately engaged through the use of technology (i.e. virtual meeting, email, Remind, etc.) or through phone calls. For students with technology access teachers will also communicate multiple times each week through Google Classroom, with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage social interactions amongst students. Teachers will maintain a two-way communication log with all students, for each class, documenting a two-way communication via email, phone, etc. weekly.

For students with technology access, content will be delivered through Google Classroom. Teachers will provide instruction through pre-made/recorded videos/lessons multiple times per week. Teachers will be in their classrooms to provide remote instructional support during regularly scheduled school days. For those students without technology, the main mode of

delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction as needed. The instructional packets will be available for pick up / drop off on Mondays at each building. If families are unable to make arrangements for pick-up / drop-off of instructional materials, the district will work to make accommodated plans for extenuating circumstances.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis through Google Classroom. Teachers will provide feedback to students on assignments through Google Classroom as they are completed. Teachers will differentiate instruction within the Google Classroom to meet each student's needs. For students without technology access, instructional packets will be collected weekly. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (packet feedback, phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed.

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

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. The students will be given credit or no-credit. For students enrolled in CTE programs we will work with the CTE Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

If a student has access to technology, teachers will use Google Classroom to monitor student wellness, engagement, and completion of assignments. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. Inconsistent completion and/or communication with a parent or student will be raised to the principal and/or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections.

The district will screen all students to determine current mental health needs, and provide an online form for parents/students to request counselling support. Based on requests, and/or staff referrals, school counselors will reach out to individual students/families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to their administrator and/or counselor to make the necessary follow-up. The administrator will hold weekly meetings with teachers and other key staff to identify any additional students or families in need.

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.

Leslie Public Schools Implementation Plan:

- All staff and students in PreK-12 will be expected to wear facial coverings, except during meals, when in the buildings.
- PreK-12 students, staff, and bus drivers must wear facial coverings at all times during school transportation.
- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in district to parent communication, student orientations, and staff orientation.
- Buildings, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of each building, grounds, or bus.
- Fabric face coverings will be ordered and provided to every student and staff member. Disposable face coverings will also be ordered and available daily for all students and staff members if needed at school and on buses.
- Clear face coverings may be requested by any student/staff.
- Cloth face coverings will be required to be washed daily at home, and disposable masks must be disposed of at the end of each day.
- Individuals (staff or students) who claim medical exemption will need to meet with the district administration to provide rationale and documentation, accommodations will be made if necessary.
- Exempted individuals will be recorded in PowerSchool.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required, they will be directed to put the mask on or issued a face covering by a school official (teacher, paraprofessional, administrator, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.
- Students showing patterns of non-compliance may be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Substitute teachers and guests permitted under extenuating circumstances to the school building will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of

- non-compliance will result in the guest being escorted from the building.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

2. Hygiene

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

Leslie Public Schools Implementation Plan:

- Every classroom will be supplied with a fixed or portable hand washing/hand sanitizer station.
- Supplies (towels, soap, hand sanitizer with at least 60% alcohol, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines for:
 - Hand-washing/sanitizer schedule
 - Room and materials cleaning schedule
- Teacher or classroom aides will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper hand washing/sanitizing on the first day of school and reinforce weekly or more often if needed including hand washing for 20 seconds with soap and water
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families through various communication platforms. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff (third party contractor) and/or school will:
 - Provide adequate soap, hand sanitizer, paper towels, and tissues
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways prior to the start of school
 - Monitor hygiene supplies and refill as needed
 - Provide hand sanitizing stations to each classroom and other areas as deemed necessary during walk-through with building leader prior to school starting
- Sharing school supplies will be limited, and each student will have their own materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

3. Cleaning

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

Leslie Public Schools Implementation Plan:

- Cleaning supplies that are in compliance with the EPA-approved related to COVID have been ordered to address increased cleaning protocols.
- Cleaning materials will be stored around the building that hold materials for usage in different wings.

- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodian and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas at a minimum of every 4 hours and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- All classrooms will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down student desks and highly touched surfaces every time students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. We will ensure safe and correct storage and usage of all cleaning products with adequate ventilation during usage. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- Playground equipment will be cleaned as needed.
- A training on cleaning materials and protocols will be provided to the staff through a meeting prior to school starting. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Athletics

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

Leslie Public Schools Implementation Plan:

- The school will follow MHSAA and State guidelines and recommendations for the start and continuation of athletic programs.
 - Students, teachers, coaches, and staff will use proper hand hygiene before and after all practices, etc.
 - Participants will complete COVID-19 health screening.
 - All equipment will be disinfected before and after each use.
 - Inter-school competitions will be held based upon MHSAA recommendations and requirements.
 - Buses used to transport participants to and from competition will follow all safety protocols and precautions before, during, and after including face masks, hand sanitizer, and disinfecting the buses.
 - Spectators will be allowed at sporting competitions based upon the guidelines of MHSAA and any Executive Orders, including requirements for face masks and social distancing.
 - Each athlete will have their own identified water bottle. There will not be any sharing of water bottles.
 - Unnecessary contact including hand shakes, fist bumps, etc. will not occur
 - Indoor weight rooms and practice areas will remain closed, all practices will be conducted outdoors and maintain social distancing.
 - Indoor and outdoor spectator events will be limited based upon the MHSAA

and Executive Order guidelines. Social distancing must be maintained with the exception of people residing in the same household.

5. Screening

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

Leslie Public Schools Implementation Plan:

- LPS will cooperate and collaborate with our local health departments regarding protocols and screening procedures.
- A copy of our screening process for staff and students will be available upon request.
- Each school building will identify a quarantine room, no smaller than 100 square feet to serve as an isolation area. Appropriate PPE including face shields, N95 Masks, surgical masks, gloves, sanitizing wipes, and video surveillance (if possible) will be accessible.
- Each building will have identified and trained staff members (administrator, support staff) to monitor students in quarantine. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment's notice.
- From the time of identification of potential symptoms, the student will be placed into a quarantine room and monitored identified staff until they can be picked up.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and a list of available testing sites if necessary.
- Symptomatic students sent home from school should be kept home until they have either tested negative for COVID-19, or until they have completely recovered according to CDC guidelines.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form/log that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form, contacting the building administrator, as well as through the school reporting attendance system. Buildings will monitor these forms regularly.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations as long as stipulated by law.

6. Testing

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

Leslie Public Schools Implementation Plan:

- We will cooperate with the local health departments regarding implementing protocols for screening students and staff.
- All strongly recommended actions in the Return to School Roadmap will be followed under the direction of the local health department.

- Students/staff who become ill with COVID symptoms or develop a fever will be transported from the school and provided a list of recommended testing sites
- Students/staff developing symptoms or a fever will be given a surgical mask until they can leave the building
- Students/staff sent home from school should remain home until they have tested negative for COVID-19, or have been released from isolation according to the CDC guidelines
- We will work with the local health departments to conduct contact tracing and notification to families in the event of a positive test

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).

Leslie Public Schools Implementation Plan:

- Signage will be added to each bus to address the use of face masks worn by all students and drivers and use of hand sanitizers.
- We will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- Hand sanitizer will be mounted at the entrance of each bus for all students to use upon entering.
- Busses will be properly cleaned, sanitized, and disinfected after the departure of the last child from each run once the bus has returned to the transportation garage. Cleaning logs will be maintained.
- Face masks will be available at the entrance of each bus in the event that a student does not come to the bus equipped with the necessary item.
- Communication will be sent out to families as needed related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.
- For students unable to be transported home on a school bus, parents or emergency contacts will be called and required to pick up their student.
- Students who become sick at school must not use group transportation to return home.
- On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

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.

Leslie Public Schools will be utilizing the same safety plans and protocols in both Phase 4 and 5 of the MI Safe Start Plan.

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

Leslie Public Schools will be utilizing the same safety plans and protocols in both Phase 4 and 5 of the MI Safe Start Plan.

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*.

Leslie Public Schools will be utilizing the same safety plans and protocols in both Phase 4 and 5 of the MI Safe Start Plan.

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.**

Leslie Public Schools will be utilizing the same safety plans and protocols in both Phase 4 and 5 of the MI Safe Start Plan without excluding any recommendations.

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:

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:

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/PSA/Nonpublic Leader Submitting Plan:

- **Leslie Public Schools Board of Education, August 10, 2020**

LPS Board President, Dave Cowing

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

Date Submitted to State Superintendent and State Treasurer: