

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Final
07/10/20

Name of District: Quincy Community Schools

Address of District: One Educational Parkway, Quincy, MI 49082

District Code Number: 12040

Web Address of the District: www.quincyschools.org

Name of Intermediate School District: Branch Intermediate School District

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

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

- The district plans to use Google Classroom for students in grades 2-12 as it's primary online learning platform and SeeSaw as the primary platform for DK-1st grade students. The district has purchased site licenses for the online platform GenNet for grades DK-5 and Edgenuity for grades 6-12. Both platforms provide a complete online learning system for teachers to integrate into their instruction in a hybrid model if needed. Chromebooks will be provided to students in grades DK-12 as needed. Additional Chromebooks have been ordered with the vision of allowing the district to become 1-1 with these devices for use when students are at school and at home.
- 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. All students will have access to grade-level/course textbooks/resources as needed to complete their work.
- Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, SeeSaw, etc), 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 relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.
- For students with technology access, content will be delivered through the online platform, (Google Classroom, SeeSaw, Edgenuity, GenNet, etc.). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction (through pre-made videos/lessons, Zoom, Google Meet, etc) multiple times per week. 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. The instructional packets may be provided during meal distribution. Packets may also be mailed or delivered to the student as well.

- For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Google Classroom, Seesaw, GenNet (DK-5), Edgenuity(6-12)). Teachers will provide feedback to students on assignments through the instructional platform as they are completed and when applicable. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets may be collected each week during meal distribution or through other means. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email) if possible. 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 could also be used as a follow-up if needed.
- For our students in dual enrollment and early middle college 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.
- For students enrolled at the Career Center, we will work with the Career Center leadership to provide appropriate materials for students taking classes there to the extent possible.
- If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections.
- As needs arise, counselors/social workers will reach out to individual students and families to determine any supports or services needed. Counselors/social workers will help connect the family to outside agencies 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 the principal or counselor to make the necessary follow-up communication.

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.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in district to parent communications, handbooks or addendum to handbooks, student orientations, and staff orientations.
- Students and parents will sign-off on their awareness of wearing face coverings including the appropriate way to wear a face mask and how to obtain clean face coverings.
- Building and transportation signage will be utilized throughout school facilities and clearly identify who is required to wear face coverings in each designated area of the building or on the bus.
- Fabric face coverings will be ordered and provided to every student and staff member. Disposable face coverings will be ordered and made available to students and visitors on a temporary daily basis. Disposable face coverings will be placed on busses and available in each school building by the custodial and transportation staff.
- Individuals (staff or students) who claim medical exemption will need to meet with their Principal.
- PreK-5 students may not be required to wear a face covering once they are situated in the classroom and no further contact is made with other classes during the day.
- School staff will define, teach and prompt the wearing of face coverings within their school routine. Re-teaching will occur as needed.
- Necessary guests to the school building (substitute teachers, etc) 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. Visitors in the building will be limited.
- 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).

- Every classroom will be supplied hand sanitizer.
- Supplies (paper towels, soap, hand sanitizer, 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.
- Teachers will teach the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - 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. Parents and caregivers will be asked to review and reinforce with their students.
- Maintenance/Custodial staff will

- Procure adequate soap, hand sanitizer, paper towels and tissues.
- Monitor hygiene supplies and refill as needed three times daily
- Procure hand sanitizing stations for each classroom and in common areas of the building.
- Sharing school supplies will be limited. Each student should have their own set of supplies.

3. **Cleaning**

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

- Each building custodial team 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 head custodian room and office to ensure compliance when custodial substitutes are in the building.
- All classrooms will be provided with an 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.
- Custodial staff will walk the buildings wiping all high frequency usage areas at scheduled times throughout the day and following any evening activities in the building.
- All special classrooms i.e. art, music, gym and media centers 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.
- Student desks will be wiped down after each class exits and before a new class enters the room with an EPA-approved disinfectant. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.

4. **Athletics**

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

- 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 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.
- If Inter-school competitions are allowed to be held, facial coverings must be worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use.
- If spectators are allowed, facial coverings must be used by observers and six feet of social distancing must 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.
- Follow indoor/outdoor event size requirements and social distancing.

5. Screening

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

- Quincy Schools and the Branch-Hillsdale-St. Joseph Health Department will work together implementing protocols for screening students and staff. If a confirmed case of COVID-19 is identified, Quincy Schools will work closely with the health department and utilize the COVID-19 Return to School Tool Kit.
- Families are to monitor their children for symptoms of COVID-19. The health department has released the COVID-19 Return to School Tool Kit providing a health screener for parents to use each day before sending students to school. Parents are asked to follow the directions on the screener and keep their child(ren) home from school if required. Call the school as soon as possible to let them know the reason your child(ren) will not be at school. Call your healthcare provider right away or if you do not have one go to www.mi.gov/coronavirustest or call 211 to find a location to have your child(ren) tested for COVID-19.
- Each school building will identify and designate a quarantine area and a staff person to care for students who become ill at school. This room will be outfitted with appropriate PPE including gowns, face shields, surgical masks, gloves and sanitizing wipes.
- Students who become ill with symptoms of COVID-19 should be placed in the identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student.
- A designated person (office staff) will contact the student/family after removal until test results are provided and verified before the student can return to school.(See the COVID-19 Return to School Tool Kit)
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals if required.

- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying that they are safe to work. This will include taking their temperature and reporting daily. Staff who are unable to work due to displaying COVID-19 symptoms should stay home and contact their supervisor. Human Resources will monitor and follow up with any symptomatic person providing them with next steps and if necessary, to direct where, when, and how to get tested and to report those results back to the school as soon as possible.

6. Testing

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

- Quincy Schools will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, to the extent possible 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 the school and share that information with the health department.
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing. See the COVID-19 Return to School Kit for further information.
- Students who develop a fever or become ill with COVID-19 symptoms at school will be asked to wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. See the COVID-19 Return to School Kit for further information.
- Symptomatic students and staff will be sent home from school. See the COVID-19 Return to School Kit for further information.
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. See the COVID-19 Return to School Kit for further information.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any 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 be quarantined for 14 days at home. 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. Only those that develop symptoms require testing for COVID-19. See the COVID-19 Return to School Tool Kit.
- The district will notify local health officials immediately of any possible case of COVID-19. Upon guidance from local health officials, the district will notify staff and students of the possible case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should 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).

- Order hand sanitizer and supplies for the entrance of each bus.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of 90 days.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- 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.

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 district may increase class sizes decreasing social distancing and diminishing the level at which class sizes are recommended to be kept to afford spacing requirements in an effort to engage more students in face to face learning.
- The district will continue to use face masks but would like to look at some adjustments to the area requirements if students in grades 6 through 8 are able to stay in cohorts during the day.
- The district will continue to follow hygiene policies in Phase 5. Hand Sanitizer will continue to be available and students will be encouraged to wash their hands frequently. Teachers will continue to remind students about coughing into the elbow or a tissue and throwing the tissue away immediately and washing hands.
- Cleaning and disinfection will continue to be priorities. Regular cleaning routines that have been established will continue. Frequently touched surfaces will continue to be a priority throughout the day.
- Athletics will continue to follow MHSAA guidelines for Phase 5.
- Established screening and Testing protocols will remain in place for safety purposes.
- Busing and student transportation protocols will remain. Hand Sanitizer would continue to be supplied on the buses. Ventilation and cleaning practices would stay in place on buses for all trips. The number of bus riders may increase in Phase 5 if the district decides to increase class sizes for face to face learning.

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*.

- Screening and testing protocols will remain in place.
- Symptomatic students and staff will continue to be sent home. Staff and students developing a fever or symptoms of COVID-19 during the school day will continue to be sent for testing.
- The established quarantine area and procedures will remain in place for sick students. Masks will continue to be used for preventative measures.
- Continued hygiene practices such as washing hands, coughing into a tissue or the elbow, and providing adequate hand sanitizer for each room will all be utilized.
- To the greatest extent possible, the district would like to continue to use cohorts to limit student interactions with other classes during the school day.
- In the area of Athletics, continuing to avoid sharing water bottles, disinfecting shared materials, and disinfecting buses before and after any allowed athletic trips.
- Buses would continue to be disinfected before any trips, use natural air flow through roof hatches and windows when weather permits, and require face coverings.

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*.

Facial coverings for students in K-5 in classrooms, space desks 6 feet apart in classrooms, class sizes should be kept to the level afforded by necessary spacing requirements, teachers should maintain 6 feet of spacing between them and students to the extent possible,

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**.

Yes

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: 8/3/2020

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.quincyschools.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/PSA/Nonpublic Leader Submitting Plan: Marc Kramer

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

Date Submitted to State Superintendent and State Treasurer: