

HPTS COVID-19

Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Name of District: Houghton-Portage Township Schools

Address of District: 1603 Gundlach Road, Houghton MI 49931

District Code Number: 31110

Web Address of the District: www.hpts.us

Name of Intermediate School District: Copper Country 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.

In phases 1,2 or 3 the district plans to use a hybrid model of instruction using online learning platforms as the primary mode of instruction (i.e. Google Classroom, Apex, Edgenuity, Accelerate Education, Michigan Virtual). 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. Devices may be provided for students in grades K-12 that do not have access to them at home, to the extent feasible. All students 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.

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 (virtual meetings or email) or through weekly phone calls. For students with technology access, teachers will also communicate multiple times each week through an instructional platform (i.e. 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 maintain connections.

For students with technology access, content will be delivered through the online platform. Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons 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 will be provided weekly. Packets will be mailed or delivered if they can not be picked up.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected each week. Teachers will review the instructional packet

and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. A phone call would also be used as a follow-up if needed.

For our students in dual enrollment courses we will be working with the provider to determine next steps. For students enrolled in CTE programs we will work with the CTC instructor to ensure our students have the ability to complete these courses.

Staff will 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. Inconsistent completion and/or communication with a parent or student will be brought to the principal or counselor to develop a plan to connect with the student and family. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will share that need to the principal or counselor to make the necessary follow-up. Counselors will help connect the family to outside agencies, if needed, to help meet their needs. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

The plan will be posted in a prominent location on the HPTS District website.

- 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.

- Face coverings will be worn by all staff except for meals or when working outside and keeping a 6 foot distance from others.
- K-2 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close proximity to other cohorted classes. Students in grades 3-12 will be required to wear face coverings at all times except when eating or participating in outdoor socially distanced activities.
- Individuals (staff or students) who claim medical exemption will need to provide documentation.
- Students requiring special considerations (example: 504 Plans, IEPs, health care plans) regarding failure to wear a face covering will be referred to their teacher or principal for the development of additional interventions.

- Guests to the school building (presenters, substitute teachers, etc) will be provided 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 leaving school grounds.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review.

2. Hygiene

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

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom and throughout the buildings.
- Teachers will be asked to contact the office if supplies run out during the school day.
- Each classroom will have a hygiene protocol for handwashing and cleaning.
- Teachers will teach students the following:
 - proper handwashing 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

3. Cleaning

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

- District Administrators and custodial staff will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- Spray bottles with EPA-approved disinfectant, paper towels, and gloves will be provided in order to address new cleaning protocols. Cleaning supplies must be stored away from children and used with adequate ventilation.
- Custodial staff will walk the building daily wiping all high frequency usage areas.
- All staff will assist in wiping down frequently used materials such as tables, desks and other hands-on areas.
- Playground equipment will undergo routine cleaning.
- Staff must wear personal protective equipment when performing cleaning activities.

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 Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as stated in the busing and transportation section.
- Spectators are allowed provided that facial coverings are used by observers and six of social distancing can be maintained at all times.
- Each participant must use clearly marked water bottles for individual use and no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectators events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another or we will follow current executive orders.

5. Screening

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

- HPTS will cooperate with the local public health department regarding implementing protocols for screen students and staff.
- Each school building will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Symptomatic students sent home from school must be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- All school staff will be required to conduct a health safety self-assessment prior to coming to work. This will include taking their temperature.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school.
- Positive tests for staff members will result in a required quarantine away from school according to CDC guidelines.
- Families are encouraged to check their child's temperature at home every morning. Students with a temperature of 100.4 or greater must stay home. A followup with a primary care provider should be considered if any of COVID-19 symptoms are present.

6. Testing

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

- HPTS will follow the recommendations from our health department and will assist in collecting contact information.
- All schools must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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.

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).

- Bus director will receive a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A weekly meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for level IV and discuss concerns or issues arising.
- The bussing company will address the cleaning, sanitizing and professional development that is needed.
- Signage will be added to each bus to address the use of face coverings 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.
- Face coverings 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.
- 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.
- Parents will need to pick students up from school if they become sick during the day.
- Weather permitting, windows may be kept open to allow for air circulation when cleaning and when students are on the bus.

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.

Same as listed in phase IV.

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*.

Same as listed in phase IV

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*.

None

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.

None

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: 08-10-20

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

<http://www.hpts.us/district-board-meetings.php>

HPTS President, Nels Christopherson



Link to the approved Plan posted on the District/PSA/nonpublic school website:

www.hpts.us

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: Doreen Kramer, Superintendent

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

Date Submitted to State Superintendent and State Treasurer: