

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
08/12/2020

Name of District: Crawford-Excelsior Township S/D #1

Address of District: 5521 M-72 NE Kalkaska, Michigan 49646

District Code Number: 40060

Web Address of the District: www.crawfordschool.com

Name of Intermediate School District: Traverse Bay Area 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.

Crawford School is home to 50 students, grades K-8, in a one room school setting. Our three teachers are dedicated to successfully serving our students in our Return to School Plan. We intend to build on the success of our Continuity of Learning plan from Spring of 2019. Based on our Region 6 Phase 5 status and the size of our facility, we will offer a "hybrid" instructional approach. Alternative modes of instruction will integrate physical, face-to-face instruction with on-line learning. Days of physical learning will be based on grade levels. We will work cooperatively with our TBA Intermediate School District to educate students with disabilities.

- 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 Crawford School, although currently within Phase 5, intends to adhere to recommendations regarding face coverings for students and staff. We will work with parents to ensure face masks are clean and worn from the start to completion of each day of physical instruction. This includes bus transportation protocols.

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

The Crawford School will practice and put in place proper training for students and staff regarding hand washing, social distancing, coughing techniques, cleaning techniques and sanitizing of desks/work

stations. All desks will be six feet apart and facing the same direction. Recess for students physically attending will be staggered, based on grade level. Proper signage will be posted all over the one room school setting, including six feet distance marking on the floor. Teachers will follow recommended social distancing protocols. Our one room school has several windows, which will be open, based on weather conditions. Arrival and dismissal patterns will be staggered. Supplies will be abundant, which include hand washing supplies, wipes with diluted bleach, hand sanitizer and a sanitizing machine will be purchased.

3. Cleaning

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

The Crawford School will work with staff and our custodian to ensure our building is properly sanitized with EPA approved disinfectants. Staff and custodians will wear appropriate personal protection equipment when sanitizing. This includes masks, face shields and gloves. Students stay at the same desk each day, but surfaces will be sanitized at least every two hours. Frequently touched surfaces will be sanitized every four hours, as recommended.

4. Athletics

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

The Crawford School does not offer athletics. Proper social distancing and protocols will be in place before, during and after recess periods.

5. Screening

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

The Crawford School will work with parents to ensure students are properly screened before coming to school and approaching our one bus. This will include daily temperature checks at home on the day (s) of physical instruction. Our bus driver will also screen the temperature of each student upon entering the bus. The driver will follow all protocols, including wearing a face mask and having all necessary sanitizing supplies, including a spray sanitizing machine. We will have a designated leader at the school to track data on student checks and concerns. A quarantine area will be located in the front hall of the school, away from classroom instruction. In addition, a new video security/screening camera was installed in the Summer of 2020 to ensure any guests wishing to enter may not get in. Teachers are able to see who is at the front door from their classrooms. Parents will be encouraged not to come into the building, unless there is an emergency. Any student identified with concerns, will be placed in the quarantine area until a parent can pick up. Parent communication will be constant and consistent regarding warning signs of possible exposure, including: fever, cough, runny nose, shortness of breath. Proper data logs will document concerns. Cooperation, collaboration and communication with District Health Department # 10 will be ongoing.

6. Testing

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

The Crawford School will follow recommended guidelines. Students will be expected to be tested if symptoms arise. Parents will be contacted immediately. Testing will be expected if symptoms warrant. Students will be transported by parents for off-site testing. Staff with symptoms will be transported off-site for testing. Students and staff may not return without a negative test or isolation protocols as recommended by the CDC. Students or staff with symptoms will be interviewed to determine possible exposure to others. Positive tests will be addressed in collaboration with Health Department # 10.

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).

The Crawford School has one bus and driver. Masks will be required. Temperature checks will take place each morning for those students riding. Hand sanitizer will be used upon boarding the bus. All bus surfaces will be sanitized on a consistent basis, based on guidelines. Our bus will be properly sanitized before and after each run. Students with concerns will have their parents contacted for immediate pick up.

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 Crawford School is in Region 6, and currently has a Phase 5 status. Our Board of Education approved our Return to Learning Plan on August 12, 2020. This plan is also attached in detail. Our preparation will include Phase 4 recommendations and requirements, to be cautious as we lead to our September 8, 2020 start of school. As indicated above, we will follow all guidelines regarding face coverings, hygiene, cleaning, sanitization, screening, testing, busing and recess. We do not offer athletics or food service. Students will eat lunch at the desks. Desks will be sanitized before and after eating. Social distancing will be enforced at all times, with appropriate marking within our one room school.

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*.

The Crawford School will follow all "recommended" protocols within the Phase 5 Return to School Roadmap.

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*.

The Crawford School will follow "recommended" protocols within the Phase 5 Return to School Roadmap.

- 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**.

No. The Crawford School will not exclude Phase 4 "recommended" protocols. We are currently in Phase 5, but have plans to adjust if Phase 4 is warranted.

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: 08/12/2020

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


Crawford School Board of Education President Signature

President Jeremiah Hoover

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: Mike Hill, Superintendent

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

Date Submitted to State Superintendent and State Treasurer: