

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

**Name of District: Kaleva Norman Dickson Public Schools**

**Address of District: 4400 N. High Bridge Rd. Brethren, MI 49619**

**District Code Number: 51045**

**Web Address of the District: [knd.manistee.org](http://knd.manistee.org)**

**Name of Intermediate School District: Manistee 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.

Type district response here

Our goal is to offer on-site instruction beginning September 1, 2020. In addition, a virtual school option is available. This allows K-12 students to access all daily assignments through the district online learning management system.

Accelerate Education will be used for the 2020-2021 school year for all K-12 students. This online curriculum provides all the necessary courses covered at Kaleva Norman Dickson Public Schools (KND). It will ensure wrap around education for students in school or learning on-line at home.

If the State of Michigan is pushed back into Phase 3, KND will be able to continue seamlessly with the Accelerate Curriculum while students are learning from home.

### **Chromebook Access**

All students will have access to a district-issued Chromebook device or IPAD.

### **Lunches**

Regardless of whether the District is face-to-face daily, in a hybrid model, or fully remote, students will have access to a free lunch, Monday - Friday.

**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.

Type district response here

### **Masks/Face Coverings**

KND students and staff are expected to wear face coverings, covering the nose and mouth. Staff and students are encouraged to wear their own masks but must be washed daily.

Students must wear face coverings, covering the nose and mouth on the bus due to the inability to properly physically distance. A face covering will be provided if a student does not have one.

Bus drivers will be required to wear face masks covering the nose and mouth.

Students in self contained classrooms (K-5) will wear facial coverings, covering the nose and mouth while in common areas and transition.

Facial coverings must be worn by all staff, covering the nose and mouth, except for meals.

Face shields, in addition to masks, must be worn by kitchen serving staff.

Students in grades 6-12 will wear face masks, covering the nose and mouth throughout the school day.

Any staff or student who cannot medically tolerate a facial covering must not wear one. A medical certificate must be provided.

Facial Coverings, covering the nose and mouth will always be worn in the hallways and common areas.

We will continue to follow state and local guidance on this topic.

## **2. Hygiene**

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

Type district response here

### **Facial Tissue**

Students and staff will continue to have access to facial tissue in classrooms and common areas in order to cover sneezes and coughs. Students and staff will be encouraged to cover sneezes or coughs with the inside of the bend of the elbow when tissue is not available.

### **Handwashing**

KND will encourage students and staff to follow [CDC Handwashing guidelines](#) to help prevent the spread of germs. Scheduled handwashing will occur every 2-3 hours.

### **Sanitizer**

Hand sanitizer is available in each classroom and hand sanitizer stations are set up throughout the school building. School staff will frequently refill soap and sanitizer.

### **Masks/Face Coverings**

KND students and staff are expected to wear face coverings, covering the nose and mouth. Staff and students are encouraged to wear their own masks but must be washed daily.

Students must wear face coverings, covering the nose and mouth on the bus due to the inability to properly physically distance. A face covering will be provided if a student does not have one.

Bus drivers will be required to wear face masks.

Students in self contained classrooms (K-5) will wear facial coverings, covering the nose and mouth while in common areas and transition.

Facial coverings, covering the nose and mouth must be worn by all staff except for meals.

In addition to masks, face shields must be worn by kitchen serving staff.

Students in grades 6-12 will wear face masks covering the nose and mouth throughout the school day.

Any staff or student who cannot medically tolerate a facial covering must not wear one. A medical certificate must be provided.

Facial Coverings, covering the nose and mouth will always be worn in the hallways and common areas.

We will continue to follow state and local guidance on this topic.

### **Personal Protective Equipment (PPE)**

PPE has been ordered for the 2020-2021 school year and will continue to be restocked, including: masks, gloves, shields, gowns, and goggles.

### **Water Access**

Water fountains will not be available for use, but the bottle filling stations will remain open. KND encourages students to bring their own refillable water bottle with them to use throughout the day.

### **Supplies**

Student personal items will be stored separately. School supplies, like crayons, glue, pencils, etc... will not be shared.

Classroom materials that *must* be shared will be disinfected between uses.

### **3. Cleaning**

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

Type district response here

Frequently touched surfaces will be cleaned every 4 hours with an EPA approved disinfectant.

Student desks in the middle/high school will be wiped down with an EPA approved disinfectant after every class period.

Normal routine cleaning of playground equipment will occur.

Staff will be trained in proper cleaning procedures.

Custodial staff must wear gloves, masks, and shields while cleaning.

Cleaning supplies will be properly stored away from students.

### **4. Spacing, Movement and Access**

Please describe how you will implement the **requirements** for spacing, movement and access protocols from the *Return to School Roadmap* (p. 23).

Type district response here

Student desks or tables will be spaced 6ft apart, or as close to as feasibly possible.

All desks will be arranged to face the same direction.

Teachers will maintain 6ft of spacing distance between themselves and students as much as possible.

Signage will be posted to indicate proper social distancing, floor tape or other markers will be used.

Signage will be posted requiring masks, indicating proper social distancing and proper hygiene.

Indoor assemblies that bring together students from one or more classrooms will not occur.

KND is implementing the following procedures for students and families as they arrive to school:

- Parents/guardians will not be able to accompany students into the building.
- Parents/guardians will be encouraged to remain in their vehicles as they drop off/pick-up students, or to walk with their children to/from school to reduce possible virus exposure.
- School offices will encourage physical distancing and wearing a mask, covering the nose and mouth will be required.
- Students, teachers and staff will be encouraged to use hand sanitizer immediately upon entering the building.
- Should a parent or guardian need to enter the building, they will be screened for symptoms.

### **Visitors and Volunteers**

At this time, visitors (including parents/guardians) and volunteers will not be allowed to visit. This includes eating lunch with students, joining students in the classroom, or entering other areas of the school where students are present.

### **5. Screening**

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

Type district response here



## Screening for COVID-19

KND will cooperate with the Michigan Health Department #10 regarding implementing protocols for screening students and staff.

KND students (with family support depending on age and ability) and staff will be expected to self-screen for any [COVID-19 symptoms](#) before arriving at their school campus or building:

- Fever or chills (see above)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body ache
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Anyone with a fever of 100.4 or higher prior to any medication should not come to school.

These are [emergency warning signs for COVID-19](#). If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Students and staff who show symptoms may be subject to temperature checks for verification, especially if they are feeling ill or suspected of having a fever during the school day. KND has touch-free forehead thermometers to check/verify temperatures throughout the day. Anyone with a 100.4 or higher temperature will need to leave school. Staff are required to notify their immediate supervisors if they have tested positive for COVID-19 or are presenting COVID-19 symptoms.

## Screening Procedures

- When possible, school personnel will be the first point of contact for student health concerns.
- School staff will continue to be trained in COVID-19 safety protocols.
- School staff will be trained to screen students/staff who are absent for symptoms of COVID-19.

- Students who come to the school office showing symptoms associated with COVID-19 will be required to put on a face covering/mask, covering the nose and mouth until a parent or guardian arrives to take them home.
- Students will wait in a quarantine area until a parent or guardian takes them home.
- School Offices will be cleaned and disinfected regularly.

## 6. Testing

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

Type district response here

- KND will cooperate with the Michigan Health Department #10 regarding implementing protocols for screening and testing students and staff.
- KND will 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).

Type district response here

### Bus Drivers

- Bus Drivers will be trained in COVID-19 safety protocols.
- Will be required to wear a mask, covering the nose and mouth.
- Clean and disinfect busses before and after every route.
- Seats, handles and high-touch areas will be disinfected between morning and afternoon routes.

### At Bus Stops

- Physical distancing (6 feet apart) between students at bus stops is highly encouraged.
- Wearing face masks, covering the nose and mouth at community bus stops

is required.

### **On the Bus**

- Students will be required to wear face coverings, covering the nose and mouth on the bus due to the inability to properly physically distance. A face covering will be provided if a student does not have one.
- Hand sanitizer will be provided and use will be required to enter the bus..
- Students will sit with family members whenever possible. If not, students will sit no more than 2 to a seat.
- When possible, bus windows will be opened to allow outside air to circulate in the bus.

Students who become ill during the school day will not be permitted to ride the bus home. A parent or guardian will be called for pick-up.

### **8. Athletics**

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

Type district response here

KND will comply with all guidance provided by the MHSAA and NFHS.

All participants need to be declared healthy and proper hygiene techniques need to be employed before and after practice.

All equipment must be disinfected before and after practice.

Transportation guidance outlined in the transportation section will be followed.

Every participant will have their own water bottle. There should be no sharing of equipment.

Handshakes, fistbumps, and other unnecessary contact will not occur.

Outdoor physical conditioning is allowed while social distancing. Indoor weight rooms and physical conditioning activities that require sharing equipment are suspended.

Indoor events are limited to 100 spectators. Spectators not from the same household must sit 6ft apart.

All spectators must wear face masks, covering the nose and mouth.

**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.**

KND will follow all required policies and procedures of Phase 5.

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*.

All

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**.**

Face masks are strongly recommended to be worn by all K-5th grade students in the classroom. If the District can appropriately socially distance, K-5th grade students will not be required to wear masks while in the classroom due to a reduced class size with our online option.

## 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: **August 10, 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:  
**knd.manistee.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: **Kaleva Norman Dickson  
Public Schools**

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

Date Submitted to State Superintendent and State Treasurer:

A handwritten signature in cursive script that reads "Nathaniel Stepley".