

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM

07/10/20

Name of District: Michigan Online School

Address of District: 209 S. State Street, PO Box 408, Gobles, MI 49055

District Code Number: 80900

Web Address of the District: <https://www.michiganonlineschool.com/>

Name of Intermediate School District: Van Buren Intermediate School District

Name of Authorizing Body (if applicable): Gobles Public Schools

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.

Michigan Online School is a cyber school authorized under 6e. All instruction is delivered through a Learning Management System, digital curricula, and web-based instruction and intervention. The school provides laptops to all students who need them and provides internet reimbursement to all students.

- 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.

Michigan Online School students attend virtually; therefore, face coverings are not required for students. Office staff have been trained and will follow the Return to Work Plan, Policies, and Procedures. All staff will wear face coverings when in common areas.
Michigan Online School utilizes no buses.
Michigan Online School has no students in the office and has no school building(s).
Michigan Online School has no brick and mortar classrooms.
Michigan Online School students do not come into physical contact staff or with each other while educating.

2. Hygiene

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

Michigan Online School will provide adequate supplies to support healthy hygiene behaviors (including

soap, hand sanitizer with at least 60% alcohol for safe use by staff, paper towels, tissues, and signs reinforcing proper handwashing techniques).

3. Cleaning

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

Michigan Online School will clean all frequently touched surfaces in the office. Office bathrooms will undergo cleaning at least once per day with either an EPA-approved disinfectant or diluted bleach solution.

Michigan Online School does not have libraries, computer labs, arts, and other hands-on classrooms. Michigan Online School does not have student used desks.

Michigan Online School does not have a playground or playground structures.

Michigan Online School will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely and with adequate ventilation when staff use products.

Michigan Online School office staff will wear gloves, and a face covering when performing all cleaning activities.

4. Athletics

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

Michigan Online School does not have any athletics.

5. Screening

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

Michigan Online School will cooperate with the local public health department regarding implementing protocols for screening office staff as required. Because students do not attend a physical school building, students will not be screened.

Michigan Online School office staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

6. Testing

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

Michigan Online School will cooperate with the local public health department regarding implementing protocols for screening office staff as required. Because students do not attend a physical school building, students will not be screened.

Michigan Online School office staff sent home from the office due to COVID-19 symptoms should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

In the event of a lab or clinically diagnosed case of COVID-19 at the Michigan Online School office, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the office staff member) so that they can be quarantined for 14 days at home. Michigan Online School office staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all Michigan Online School office staff members is not

recommended. Only those that develop symptoms require testing for COVID-19. Michigan Online School 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 Michigan Online School office. Michigan Online School office staff with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

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).

Michigan Online School does not provide or maintain buses or other modes of transportation for either Michigan Online School staff or students.

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.

Michigan Online School is a cyber school authorized under 6e. All instruction is delivered through a Learning Management System, digital curricula, and web-based instruction and intervention. The school provides laptops to all students who need them and provides internet reimbursement to all students.

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*.

Facial coverings will be worn by Michigan Online School office staff in common areas and when social distancing is not possible. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering. Michigan Online School will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by office staff, paper towels, tissues, and signs reinforcing proper handwashing techniques). Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the Michigan Online School office. Michigan Online School office staff will maintain social distancing practices. Michigan Online School office staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home. Michigan Online School office staff who develop fever or become ill with symptoms of COVID-19 at work should go home immediately. Symptomatic Michigan Online School office staff sent home from work should stay home until they have tested negative or have been released from isolation according to CDC guidelines. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes within six feet to the Michigan Online School staff member) so that they can be quarantined at home. Only those that develop symptoms require testing. Michigan Online School will notify local health officials and office staff immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

Michigan Online School office staff with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.

Frequently touched surfaces including lights, doors, and bathrooms at the Michigan Online School office should undergo cleaning at least daily with either an EPA approved disinfectant or diluted bleach solution.

Michigan Online School office staff will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely and with adequate ventilation when office staff use such products.

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*.

Any strongly recommended protocols for students will not be implemented because Michigan Online School educates its students 100% online.

The following strongly recommended protocols will not be implemented when the region is in Phase 5: Guidelines related to teaching and reinforcing hand washing, coughing and sneezing and throwing away tissues.

Guidelines related to food service as Michigan Online School does not provide food services.

Guidelines related to athletics as Michigan Online School does not have athletics.

Guidelines related to busing and student transportation as Michigan Online School does not provide busing or student transportation.

Guidelines related to cleaning of libraries, computer labs, arts, and other hands-on classrooms as Michigan Online School does not have libraries, computer labs, arts or other hands-on physical classrooms.

Guidelines related to systematically reviewing all current student plans for accommodating students' healthcare needs as students attend school from home. Alternative learning arrangements are not needed.

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: Monday, August 10, 2020.

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

Ellen EM Gaby Date: 8/13/2020

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: Stephanie Hargens

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

Date Submitted to State Superintendent and State Treasurer: