
North Branch Area Schools

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

07/27/20

Name of District: North Branch Area Schools

Address of District: 6655 Jefferson St, North Branch, MI, 48461

District Code Number: 44090

Web Address of the District: www.nbbronzos.net

Name of Intermediate School District: Lapeer County 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 both print and online models of instruction for Grades BK-12. The primary mode of instruction in Phase 1 - 3 will be a teacher-supported online learning approach that requires teachers to connect synchronously with students daily. BK - 12 grade teachers will use a centralized platform (e.g., Canvas) that will make learning in this context much easier through the use of a single sign on that will provide parents and students access - in one location - to teacher lessons, discussions, videos, grades, assignments, communication and more. For those students that do not have a device, the district will provide Chromebooks to the extent feasible (one per family to start). Students without devices or Internet access will be provided with weekly printed learning packets that are tailored to the online learning standards being taught by their teacher. 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. The district will do everything it can to meet student/family needs and allow for full participation.

For students in the North Branch Area Schools Virtual Option in Phase 1 - 3 (parents who selected this option in Phase 4), students will continue to work through their self-scheduled online courses without face-to-face instruction with a teacher. Students will continue to engage in regular two-way communication with their assigned mentor teacher. Parents and students should still expect to spend an hour per day/per subject. Successful completion of assignments are required.

BK -12 teachers will be expected to make weekly contact with students and maintain two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Canvas, Seesaw) or through weekly tele-conferencing by phone. Contact logs will be maintained. For students with technology access, teachers will communicate daily through an online platform (i.e. Canvas, Google Meet, Google Classroom, Seesaw), with an emphasis on

continuing to build relationships and maintain connections. If students do not have access to technology, classroom teachers will provide tailored learning packets that focus on essential content and standards that mirror online instruction. Classroom teachers will also provide students without technology, timely feedback and will maintain connections via tele-conferencing by phone or other modes that work for the family.

For students with technology access, content will be delivered through a teacher-supported online platform (Canvas, Google Meet, Google Classroom, Seesaw, etc.). Teachers will be accessible for synchronous instruction daily 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 weekly printed learning packets that are tailored to the online learning standards being taught. This will be supplemented with tele-conferencing by phone to support instruction. The tailored instructional packets will be provided during meal distribution and mailed or delivered to the students if they do not participate in meal distribution.

For students with technology access, teachers will monitor student assignment completion and access on a regular basis within the instructional platform (i.e. Canvas, Google Meet, Seesaw, learning software). Teachers will provide feedback to students on their understanding of concepts, skills, dispositions and assignments through formative assessment and work completion using the instructional platform. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be delivered, collected and returned with feedback each week during meal distribution. The district may use regular bus runs to disseminate and collect learning packets and distribute meals to students. 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. 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 would also be used as a follow-up if needed. When necessary, instructional packets may be mailed with return postage (envelopes and postage would be provided by the district).

The plan for the district's alternative modes of instruction will be communicated through Skylert, our family communication system, letters as well as presented to the community at an August virtual Town Hall meeting. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Social Media pages.

For our students in dual enrollment 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 in North Branch Early College, M-CAP and DEEP, we will work with the program liaison to ensure the students have the appropriate materials and support to complete these courses. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

When schools are closed for in-person instruction, the district will strive in good faith and to

the extent practicable, to provide equal access to any alternative modes of instruction to students with disabilities, including auxiliary services.

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 all 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 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 (31N Coordinator, DHHS, ISD supports, Pathways to Potential, Elementary Mental Health Professional, etc.).

The district will survey students/parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, 31N Coordinator, ISD supports) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, 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. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

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.

Based on the North Branch Area Schools Return to Learn Plan, in-person instruction at each level would comprise the following safety protocols.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.
- The district will hold multiple town hall meetings, post on social media and the district website, and conduct parent/student orientations to educate all employees, parents, and students regarding the required facial covering protocols for the MI Return to

Learn Plan.

- Building, grounds, and transportation signage will be prominent throughout all school facilities, where appropriate, regarding the need for face coverings.
- A cloth face covering will be ordered and provided to every student and staff member. Additionally, clear face coverings will be provided to all teachers. Disposable masks will be available as needed. Disposable masks will be available on the busses, in classrooms, and in the office of each building.
- Individuals (staff or students) who claim medical exemption will need to provide a signed note by a medical professional (ex. Doctor, NP, etc.)
- BK-5 students will not be required to wear a face covering once they are situated in the classroom as long as they stay with their student cohorts.
- Students who are medically able to wear a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. Refusal to wear face coverings by students who are medically able may be subject to discipline.
- Students showing patterns of non-compliance may be removed from the school building until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration and a parent meeting may be required. Continued removals from the school building may result in permanent placement into remote instruction with the student being banned from coming to the school site.
- School administration, in consultation with legal guidance, will address staff who are medically able to wear a face covering and refuse to do so.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering, if needed, 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 by the building administrator.
- 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 provided supplies to support healthy hygiene practice (soap or hand sanitizer, paper towel (if room has a sink), tissues, trash receptacles).
- Custodians will check and restock supplies daily.
- If supplies run low, staff will contact the office immediately
- Each classroom will have a hygiene protocol with timelines that are posted throughout the building and communicated with parents/families via newsletters, district web pages, and social media.
- Extensive signage throughout the buildings about hand hygiene, cover the cough, mask usage and social distancing.
- Sharing school supplies will be limited, and each student will have their own supply box of materials.

- Teach and/or reinforce proper handwashing and health hygiene practice daily.
- The District purchased hand sanitizer is FDA approved
- Students and staff should schedule hand washing with soap and water for at least 20 seconds or with 60% or higher alcohol based hand sanitizer throughout the school day, including but not limited to: entering and exiting the building, entering and exiting classrooms, before and after eating, before and after recess, after handling shared objects, after coughing, sneezing and blowing of the nose.
- Teachers will reinforce the need for students to clean their hands before and after a meal and snacks, after using the restroom, and upon entering the classroom.
- Frequently touched surfaces will be cleaned by staff at least every four hours.
- Student desks will be cleaned by staff after every class in the Middle and High School and a minimum of four hours in the Elementary school.
- Libraries, computer labs, art and other hands-on classrooms will be cleaned by staff after each class period.
- Cafeteria tables will be cleaned and sanitized by staff between lunch periods.
- Playground equipment will continue to be routinely cleaned.

3. Cleaning

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

- District Level Administrators and Building Operations 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.
- The District Facility Manager has accessed and inventoried all cleaning supplies that are needed throughout the District and has ensured they are in compliance with the EPA-approved N-List related to COVID. All supplies have been ordered to address increased cleaning protocols.
- Cleaning storage areas will be identified around each building that hold materials easily accessible for use in all areas of buildings.
- Custodial staff will follow a cleaning schedule provided by the District. Custodial staff will note the time and date and initials on a chart that is kept daily.
- The District's Cleaning Service District Manager will train all custodians, including substitutes, on proper cleaning protocols to be completed daily.
- All staff will attend an August 18, 2020 staff inservice on cleaning protocols as part of the District's mandated Covid training prior to the start of school.
- All classrooms will be provided spray bottles with 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, provided by the District, when cleaning.
- Frequently touched surfaces will be cleaned by staff at least every four hours.
- Student desks will be cleaned by staff after every class change in the Middle and High School, and a minimum of four hours in the Elementary school.
- Libraries, computer labs, art and other hands-on classrooms will be cleaned by staff after each class period.
- Cafeteria tables will be cleaned and sanitized by staff between lunch periods.
- Playground equipment will continue to be routinely cleaned.

- Increase the circulation of outdoor air as much as possible by opening windows and doors as long as it does not pose a safety or health risk to other students, such as seasonal allergies.

4. Athletics

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

- We will comply with all requirements published by the MHSAA and the NFHS that are compliant with current state orders as well as remain in regular communication with our local health department to ensure the safest environment possible for our student athletes.
- We have purchased electrostatic cleaning machines to thoroughly clean our indoor and outdoor locker rooms and athletic facilities.
- All coaches will attend an inservice on safety and health protocols as part of the District's mandated Covid training prior to the start of their season.
- All coaches and student athletes will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after every practice and game.
- Facial coverings will be required if school transportation is provided. Buses will be cleaned and disinfected before and after every use.
- North Branch Area Schools will follow the guidelines outlined in the Michigan 20-21 Return to School Roadmap and the MHSAA with regards to allowing spectators at contests.
- All student athletes will use a clearly marked water bottle for individual use during practices and games. There will be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment will remain closed until permitted by future Executive or Legislative Orders or actions.
- North Branch Area Schools reserves the right to limit participation based upon current health conditions in the district, with guidance from the Lapeer County Health Department.
- The District will follow the MHSAA guidance and future plans linked [here](#) and updated as more information is made available.

5. Screening

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

- North Branch Area Schools Leadership will be meeting monthly with the Lapeer

County Health Department to review the most updated and current information and the impact it has within the district on screening requirements.

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed as needed with the District Pandemic Safety Response Team and the Health Department along with the status of any current or previous referrals.
- The District will cooperate with the local public health department regarding implementing additional protocols for screening students and staff.
- Each building has a designated nurse station and quarantine area, for students who become ill at school. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, and video surveillance as needed.
- The District is adding an additional nurse for the remainder of the 2020-21 school year and may continue employment until we reach Phase 6.
- Symptoms Requiring Absence and/or immediate pickup if at school:
 - High Risk symptoms of an infectious illnesses:
 - Temperature $\geq 100^{\circ}$
 - GI symptoms (diarrhea or vomiting)
 - Symptoms associated with Covid-19 in addition to the above
 - Sore Throat
 - Respiratory symptoms (cough, congestion, sore throat, shortness of breath). Allergies and Asthma symptoms are not acute respiratory illnesses.
 - Muscle Aches/Severe Headache
 - Unexplained loss of taste or smell
 - Other Illness requiring absence:
 - Strep throat (may return after 24 hours on antibiotics)
 - Pink Eye (may return after 24 hours on antibiotics)
 - Hand Foot Mouth (may return after blisters have scabbed over)
 - Unexplained rash
 - Stay home if exposed or tested positive for Covid-19
- If a student develops any of the signs or symptoms listed above they will be isolated and parents will be contacted to pick up their child in a timely manner as they will not be allowed to ride the bus home.
- The district is taking measures to make sure emergency contact information is up-to-date.
- Students may return to school if they have been symptom free for 24 hours without medication, are **not presumed** to have COVID-19, or have not tested positive for COVID-19.
- Students that test positive or have a high risk exposure to COVID-19 will be unable to return to school until they have been released to do so by a licensed physician/practitioner with written documentation. See Health Department Guidelines below.
- Students who are **presumed** to have COVID-19, but have not been tested, may return to school if they have been fever free for 72 continuous hours, their symptoms are improving, and at least 10 days since their symptoms first appeared.
- All communicable diseases will be reported to the Lapeer County Health Department by the district school nurse or school administration.

- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to their school administrator. Administration will, in consultation with the Lapeer County Health Department, discuss further actions with staff as to if further COVID-19 testing will be required.
- Positive COVID-19 tests for staff members will result in a required quarantine away from school as directed by the Lapeer County Health Department.

6. Testing

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

- North Branch Area Schools Leadership will be meeting monthly with the Lapeer County Health Department to review the most updated and current information and the impact it has within the district on testing requirements.
- North Branch Area Schools will cooperate and collaborate with the Lapeer County Health Department regarding implementing protocols for screening students and staff.
- The Superintendent of North Branch Area Schools attended a meeting with Kathy Haskins, Director/Health Officer of the Lapeer County Health Department and requested written guidelines for responding to staff and students who develop COVID-19 related symptoms and/or are **presumed** to have COVID-19.
- The Lapeer County Health Department will conduct a health and safety training for all staff members on Tuesday, August 18th, 2020.

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).

- Dean Transportation will be provided copies of the criteria for transporting children listed in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- All preK-12 students, staff and bus drivers will wear facial coverings during transportation unless medically unable to do so with a note provided by a doctor. Decisions about these situations should be made on a case-by-case basis with local public health officials and/or administration.
- Disposable masks will be available for those students who forget to bring a mask.
- All students will use hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- Buses will be disinfected before and after every transit route. Children will not be present when the bus is being cleaned.
- If a student becomes sick during the school day they CANNOT ride the bus home.
- Meetings will be held with District transportation supervisors to review the criteria required.
- 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.

- All PPE and sanitation supplies will be purchased by North Branch Area Schools in accordance with the Governor's MI Safe Schools: Return to School Roadmap.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.
- On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus.

- C. 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*.

Personal Protective Equipment:

- Facial coverings will be **strongly recommended** for staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. 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.
 - PreK-5 and special education teachers should consider wearing clear masks.
 - Homemade facial coverings should be washed daily.
 - Disposable facial coverings should be disposed of at the end of each day.
- Facial coverings will be **strongly recommended** to be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
 - Homemade facial coverings should be washed daily.
 - Disposable facing coverings should be disposed of at the end of each day

Hygiene:

- The district will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- The district **will continuously educate and reinforce** handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- The district **will continuously educate** all staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- The district will **strongly recommend** students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

Screening Students, Staff, and Guests:

- Each building in the district will identify and designate a quarantine area and a staff person to care for children who become ill at school.

- Students who become ill with symptoms of COVID-19 at school will be placed in an 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, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

Testing Protocols for Students and Staff and Responding to Positive Cases:

- Students who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and will be transported for off-site testing.
- Parents and guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school will be kept 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 student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

Responding to Positive Tests Among Staff and Students:

- The district will notify local health officials, staff, and students 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.
- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: schools will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 will 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.

Food Service, Gathering, and Extracurricular Activities:

- Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff will wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they will comply with transportation guidelines within this document, including mandatory facial covering.

Athletics:

- We will comply with all requirements published by the MHSAA and the NFHS that are compliant with current state orders as well as remain in regular communication with our local health department to ensure the safest environment possible for our student athletes as required in Phase 5.
- All coaches will attend an inservice on safety and health protocols as part of the District's mandated Covid training prior to the start of their season until schools are moved into Phase 6.
- All coaches and student athletes will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after every practice and game.
- Facial coverings will be **strongly recommended** if school transportation is provided. Buses will be cleaned and disinfected before and after every use.
- North Branch Area Schools will follow the guidelines outlined in the Michigan 20-21 Return to School Roadmap and the MHSAA with regards to allowing spectators at contests.
- All student athletes will use a clearly marked water bottle for individual use during practices and games. There will be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment will remain closed until permitted by future Executive or Legislative Orders or actions.
- North Branch Area Schools reserves the right to limit participation based upon current health conditions in the district, with guidance from the Lapeer County Health Department.
- The District will follow the MHSAA guidance and future plans linked [here](#) and updated as more information is made available.

Cleaning:

- Frequently touched surfaces including lights, doors, benches, and bathrooms will undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other handson classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.

- Student desks will to the extent possible be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- Athletic equipment will be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- The district will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

Busing and Student Transportation:

- The district will strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, **will be strongly recommended** to wear facial coverings while on the bus.
- Dean Transportation will clean and disinfect transportation vehicles regularly. Children will not be present when a vehicle is being cleaned.
- Dean Transportation will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Dean Transportation will clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- Dean Transportation has created a plan for getting students home safely if they are not allowed to board the vehicle. Available [here](#).
- If a student becomes sick during the day, they will not use group transportation to return home and will follow protocols outlined above.
- If a driver becomes sick during the day, they will follow protocols for sick staff outlined above and should not return to drive students.

Medically Vulnerable Students and Staff:

- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

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*.

- North Branch Area Schools will follow all highly recommended protocols from the *Return to School Roadmap* which are outlined in Phase 5 of the *Michigan*

Safe Start Plan.

- 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, social distancing of 6 feet will be implemented to the extent feasibly possible. Grades BK-4 class sizes have been significantly lowered to maximize social distancing.

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: Approved by the North Branch Board of Education on 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:

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: North Branch Area Schools

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

Date Submitted to State Superintendent and State Treasurer: