
MISD COVID-19

Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Name of District: Manistee ISD

Address of District: 772 East Parkdale Ave., Manistee, MI 49660

District Code Number: 51000

Web Address of the District: manistee.org

Name of Intermediate School District: Manistee ISD

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
 - 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

MISD Special Education Programs and Services:

1. Whole class remote instructional alternatives for the MISD Center-Based classrooms will include asynchronous learning via teacher-recorded lessons. The recorded lessons will be posted and available on a website or supplied on a flash drive (dropped off with student meal deliveries or mailed).
2. Work packets will be supplied to enhance the whole class virtual lessons as needed.
3. Remote Individualized Student Instruction sessions will be scheduled with the students/families and conducted virtually by the classroom teacher. The scheduled sessions will occur a minimum of 2 times per week and will focus on student IEP goals and objectives. The sessions will be an opportunity for the students/parents to ask questions about the whole class instructional activities as well as the Individualized Goals/Objectives lessons. If the student/family does not have internet access, the individualized instruction will occur via phone conference. Work packets will be provided for the student to work toward their IEP goals and objectives in between individualized sessions.
4. An electronic device may be provided on loan to those students who do not have access to one. To receive a device, the family will need to complete an application form and sign an acceptable use agreement.
5. If a student/family does not have access to the internet, a device such as a hotspot may be provided based upon an application process and acceptable use agreement.
6. In the event an internet signal is unable to be obtained because of where a student resides, Individualized lessons may be conducted over the phone and/or on a flash drive and will be sent home, along with the work packets with the scheduled meal delivery or via the US mail.
7. Services provided by Itinerant staff (ie. speech, school social worker, occupational therapy, physical therapy, etc) will be conducted virtually and scheduled to meet the frequency and duration of service requirements as outlined in the student’s IEP. These special education related services will focus on the student’s IEP Goals and Objectives. Work packets may be sent home to enhance the student services.
8. Great Start Readiness Program preschools: will follow the requirement of the Executive Order 2020-142. When schools are closed to in -person instruction, the program will still in good faith

and to the extent practicable, based up on available resources, technology, training, and curriculum, as well as the circumstance presented by COVI -19, provide equal access to any alternative modes of instruction to all children and families. GSRP preschools will comply with guidance from the US Depart of Education, including its Office of Civil Rights and Office of Special Education and Rehab Services, and the Michigan Depart of Education as it pertains to the delivery of alternative modes of instruction to students. GSRP preschools will adhere to the guidance requirements from LARA. During Phase 1,2, or 3 the GSRP preschools will align operations to the local district plans in regard to activities, building use, and food distribution. GSRP preschools will pay employees while deploying staff to provide meaningful work in the context of the Preparedness Plan and as funds are available through the MDE GSRP grant.

9. Great Start Parent Coalition (GSPC): The GSPC will follow all guidance from executive orders which prohibit face to face meetings. All meetings will be conducted by alternative modes and will be based on the current family capacity and preference for engagement. Modes may include mail, email, phone, text, conference phone, and virtual meetings. During this time the GSPC will continue to provide families with resources that may include but are not limited to food bank information, meal programs in local areas, resources for home/outdoor activities based on family capacity, and connections to other local agencies.
10. Early On-MISD Early On will provide alternative modes of early intervention and service coordination to all Early On Eligible children and their families. Alternative modes will be based on the current family capacity and preference for engagement. Modes may include mail, email, phone, text, conference phone and virtual coaching/instruction. All modes may be utilized to provide appropriate services for individual child progress needs and goals, overall age appropriate child development, and family supports or resources. Services will continue to be provided via Primary Service Provider Coaching model with consultation available as needed from all team disciplines. Services provided by Itinerant staff (ie. speech, school social worker, occupational therapy, physical therapy) will be conducted virtually and scheduled to meet the frequency and duration of service requirements as outlined in the student's IFSP. These special education related services will focus on the student's IFSP Goals and Objectives. Work packets may be sent home to enhance the student services. Services will adapt to the mode used with careful attention to family capacity. An electronic device may be provided on loan to those students who do not have access to one. To receive a device, the family will need to complete an application form and sign an acceptable use agreement. If a family does not have access to the internet, a device such as a hotspot may be provided based upon an application process and acceptable use agreement. In the event an internet signal is unable to be obtained because of where a family resides, Individualized visits may be conducted over the phone or in a hybrid format. Early On intervention services will continue to reflect family routine and child interest learning in a natural setting. This would include using materials natural to the child's environment. Should the need arise for an item specifically deemed necessary to the child's developmental progress, measures may be taken to safely deliver those items with parent consent. Via the coaching model, efforts will concentrate on joint planning, observation, action and practice, reflection and feedback. As a means of support and service coordination, all MISD Early On families will receive regular contact with their primary service provider in regard to resource needs. In addition to early intervention/coaching, resources will include but are not limited to food bank information, meal programs in local areas, resources for home/outdoor activities based on family capacity, and connections to other local agencies.

- 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.

MISD Special Education Programs and Services:

1. All MISD staff are required to wear a facial covering when in common areas, including hallways, classrooms, and home visits (such as in the case for Early On services), unless they cannot wear one due to a medical condition, in which case, the employee will be required to produce a signed physician's note indicating so.
2. Students who attend the MISD Center-Based programs will be required to wear a facial covering, except for those students who cannot due to:
 - a. A medical condition (with proof of a signed physician's note)
 - b. The nature and severity of the disability whereas the student is unable to physically or cognitively remove the mask his/herself
 - c. The classroom is cohorted in grades PK-5th grade. In that case the students may remove their masks while in the cohorted classroom. Any classroom which has students grade 6 and higher will be required to wear a facial covering in the classroom except for the above-listed exceptions.
3. All students who ride the Dial-A-Ride Bus will be required to wear a facial covering unless:
 - a. He/she has a medical condition in which they cannot tolerate a facial covering (with proof of a signed physician's note)
 - b. The nature and severity of the disability whereas the student is unable to physically or cognitively remove the mask his/herself.
4. GSRP preschool staff are required to wear face masks except during meals/snack time. Any staff who cannot wear a mask due to medical reasons will need to provide a signed physician's note indicating so. Masks must be washed or disposed of each day. Children, staff and bus drivers must wear masks during school transportation. It is strongly recommended for preschool aged children 3-4 to wear masks but it is not required in the classroom. Children should wear masks while in hallways and common areas.
5. GSPC: All GSPC staff will wear a facial covering when meeting with parents, when in common areas, unless they cannot wear one due to a medical condition.
6. Early On-MISD Early On staff will follow all policies and procedures regarding face coverings indicated in the overall MISD Preparedness Plan. Local programs and administrators will make the final decision about whether a facial covering is required in each face to face visit, according to DHD#10 recommendations and current State mandates. As needed, a disposable face covering will be provided to participants. Early On families will be notified in writing of this expectation. Prior to each in person visit, the parent/caregiver will be asked if they agree to all in person visit expectations and will have the option to decline the visit and utilize other visit formats.

2. **Hygiene**

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

1. Adequate supplies will be provided including soap, hand sanitizer with 60% alcohol base,

paper towels, tissues, and signs reinforcing proper handwashing techniques. Staff will be taught proper handwashing techniques by the school nurse. Posters are displayed by the bathrooms and hallways.

2. Staff and students will be taught the safe sneezing and coughing techniques by the school nurse and/or staff. Posters are displayed throughout the school building.
3. All special education classrooms are equipped with sinks for a handwashing station. Scheduled hand washing/sanitizing will be implemented in the classroom setting. Handwashing with soap and water for at least 20 seconds will occur approximately every 2-3 hours.
4. The majority of student/classroom materials will not be shared between students. In the event an item needs to be shared, proper safe/sanitizing techniques will be used. Any shared equipment will be disinfected after each student's use.
5. MISD staff will notify the custodial staff immediately if hygienic supplies run out (preferably before the supplies run out). Custodial staff will closely monitor hygienic supplies and refill as necessary.
6. Early On-MISD Early On staff will follow all policies and procedures regarding hygiene indicated in the overall MISD Preparedness plan. In addition, staff will be required to "sanitize in and sanitize out" for each in person visit. Participants in the visit will be expected to wash hands with soap and water or sanitize prior to each visit. Early On families will be notified in writing of this expectation. Prior to each in person visit, the parent/caregiver will be asked if they agree to all in person visit expectations and will have the option to decline the visit and utilize other visit formats. Sanitization products will be provided to Early On staff by the MISD. Supply of products will be monitored by staff daily and restocked. Families will be provided with resources regarding hygiene, i.e. handwashing, coughing, sneezing. Sharing of items such as test items and toys will be avoided if possible and all items used will be sanitized prior to next use. Social distancing will be maintained to the extent possible. In person participants will be limited to the extent possible. Coaching and parent engagement techniques will be utilized whenever possible to limit person to person contact.
7. GSRP will follow Best Practice to Promote Hygiene (Page 10) provided by LARA Guidelines for Safe Child Care Operations During COVID-19. GSRP preschools will follow district or ISD guidelines for hygiene requirements for supplies and hand washing. It is strongly recommended staff teach children how to sneeze/cough in their elbows or use a tissue to cover mouth, schedule regular handwashing, limit sharing of personal items and supplies such as writing utensils, keep children's personal items separate, limit use of classroom materials to small groups and disinfect between use.
8. GSPC: staff will follow CDC guidelines for hand sanitizing when in face to face contact with parents.

3. Cleaning

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

1. Frequently touched surfaces will be disinfected at least every four hours with EPA-approved disinfectants.
2. The classrooms, including desks and frequently touched surfaces, will be disinfected with EPA-approved disinfectants. The classroom staff in special education classrooms will disinfect surfaces in the morning before students arrive and again at the end of the day after the last student has left. A cleaning log will be kept in the classroom.
3. When conducting deep disinfecting protocols, the staff must wear a face shield, a surgical face mask and gloves. Windows and/or doors will be opened when weather allows during the disinfection process.
4. Disinfectant and cleaning products will be safely stored away in the custodian's closet and kept out of the reach of children/students.
5. The buses (including frequently touched surfaces) will be cleaned and disinfected (while

children are not present) before and after every transit route. Weather permitting, windows and doors will be kept open while cleaning.

6. Equipment such as wheelchairs and tools will be sanitized and disinfected daily.
7. Early On-MISD Early On staff will follow all policies and procedures regarding cleaning indicated in the overall MISD Preparedness plan. In person visits will be scheduled to allow time for cleaning and sanitizing between visits. Staff will be required to “sanitize in and sanitize out” for an in person visit. Participants in the visit will be expected to wash hands with soap and water or sanitize prior to the visit. Early On families will be notified in writing of this expectation. Prior to each in person visit, the parent/caregiver will be asked if they agree to all in person visit expectations and will have the option to decline the visit and utilize other visit formats. Sanitization products will be provided to Early On staff by the MISD. Supply of products will be monitored by staff daily and restocked. Sharing of items such as test items and toys will be avoided if possible and all items used or shared will be sanitized prior to next use.
8. GSRP preschool programs will have required cleaning processes and protocols for cleaning that apply to recommendations pertaining to COVID-19 and safety precautions for use and storage. Frequently touched surfaces including light switches, doors, benches, bathroom, must undergo cleaning at least every 4 hours. Child tables must be wiped down with a disinfectant after every use. Playground structures must continue to undergo normal routine cleaning. Use of hand sanitizer on the bus (LARA guidance) Temperature protocols for transportation should be followed.
9. GSPC: GSPC meeting material will be disposable or given to the families upon the end of each meeting.

4. Athletics

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

The MISD does not provide athletics to its students attending the Center-Based Special Education Programs

5. Screening

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

MISD Special Education Programs and Services:

1. Dial-A-Ride bus drivers and aids will be required to self-screen for symptoms. If symptoms are present, staff will contact his/her direct supervisor and follow the District Health Department Tool Kit protocols.
2. MISD Center Based students will be screened daily by the Dial-A-Ride bussing staff before entering the bus. Parents/guardians will be asked the health screening questions about their child.
3. Student’s temperatures may be taken before loading onto the bus.
4. Students who present COVID-19 symptoms and/or have a temperature of 100.4 degrees fahrenheit or higher will not be permitted to board the bus and must remain home from school until cleared according to the District Health Department Tool Kit protocols.
5. If a student presents symptoms during the school day, the student’s temperature will be taken and the student will be monitored in the school’s designated sick room. The parents will be called to pick up the student as soon as possible as the student may not be able to ride Dial-A-Ride busing if sick.
6. All MISD staff are required to self-monitor and self-screen prior to entering any MISD or local

district buildings.

7. Early On-MISD Early On staff will follow all policies and procedures regarding screening indicated in the overall MISD Preparedness plan. Early On staff and families/participants in an in person visit will be screened using a workplace safety screening protocol prior to each visit and responses will be recorded. When a screening protocol indicates a concern, staff will document and offer other visit formats as feasible. Early On families will be notified in writing of this expectation. Prior to each in person visit, the parent/caregiver will be asked if they agree to all in person visit expectations and will have the option to decline the in person visit and utilize other visit formats.
8. GSRP preschool programs must cooperate with local public health departments regarding the implementation of screening and reporting protocols of COVID -19 cases. Programs must implement protocols for screen children and staff and follow Best Practices to Promote Hygiene (pages 4-7) provided by LARA - Guidelines for Safe Child Care Operations During COVID-19.
9. GSPC: All GSPC staff are required to self-monitor and self-screen.

6. Testing

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

1. If any MISD staff member or student develops a fever of 100.4 degree fahrenheit or higher, or becomes ill with COVID-19-like symptoms while at school, the staff member or student will be quarantined and sent home as soon as possible and encouraged to contact their health provider.
2. Symptomatic students and staff will follow the District Health Department Tool Kit guidelines.
3. In the event the staff member receives a positive clinical diagnosis of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes and who were less than 6 feet (close proximity) to the student or staff member. The MISD will work cooperatively with the District Health Department #10 to follow contact tracing and determine the next steps.
4. Staff and student families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school building to encourage closer observation for any symptoms at home.
5. For any known possibility of a positive COVID-19 case (or any other illness) for both staff and students, confidentiality consistent with FERPA, HIPPA and ADA will be in effect. In the event a student/staff member publicly self-discloses a positive diagnosis of COVID-19, staff must not participate in discussions or disclose the name of that person to others. The District will follow the Health Dept. Guidelines related to communication protocol.
6. Early On-MISD Early On staff will follow all policies and procedures regarding testing indicated in the overall MISD Preparedness plan. Where "student" is noted in the overall plan, this will also apply to the Early On child/family. For in person visits, when a screening protocol indicates a concern, staff will offer other visit formats as feasible. In the event a child or household member is symptomatic, in person visits will discontinue until they have tested negative for COVID 19, or have been released from isolation according to CDC guidelines. If a positive clinical diagnosis is self disclosed for a child or member of their household, in person services will discontinue, alternate formats will be made available if feasible and in person visits will only resume when all protocols for reentry have been satisfied.
7. GSRP preschools work directly with the local health department and implement the protocols for staff and students to follow. If staff or students test positive for COVID 19, all families and appropriate staff will be contacted as indicated in the local health department protocols. It is recommended that all staff and students (families) will self monitor symptoms from home and communicate on a regular basis with appropriate staff.
8. GSPC: If any GSPC staff member develops a fever of 100.4 degrees Fahrenheit or higher or becomes ill with COVID-19-like symptoms they will be encouraged to receive off-site COVID-19

testing. In the event the staff member receives a positive clinical diagnosis of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes and 8 who were less than 6 feet (close proximity) to the student or staff member. The WMISD will work cooperatively with the District Health Department #10 to follow contact tracing and determine the next steps. The DHD#10 flowchart protocols will be referred to and followed.

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).

Dial-A-Ride Busing: The MISD contracts with Dial-A-Ride Busing for the transportation of its center-based students.

1. All Dial-A-Ride Buses will have hand sanitizer on the bus and will require staff/students to use it before entering the bus. MISD/Dial A Ride has bus aides to help with hand sanitizer-to be touched and maintained by one person.
2. The MISD Center-Based students will be screened daily. Before students enter the bus on their way to school, temperatures may be taken via thermometer by the Dial-A-Ride Bus Staff. Students will not be allowed to board the bus if their temperatures read 100.4 degrees fahrenheit or higher. Dial-A-Ride staff will ask the parent/guardian a series of health screening questions about the parent/guardian's child as it relates to COVID-19 before their child enters the bus. The screening questions will address the following at minimum: atypical cough (non-productive or dry), shortness of breath, or difficulty breathing, or, if two or more of the following symptoms are present: fever or chills, cough, shortness of breath, fatigue, headache, sore throat, new loss of taste or smell, muscle pain, diarrhea, runny nose/congestion, and/or nausea or vomiting), as well as travel out of town/country. The screening process will allow the ISD/Health Department to be able to trace possible exposure(s).
3. Dial-A-Ride Bus Staff are required to complete the health screening document on a daily basis. Staff should not report to work if they present any of the symptoms listed on the screening document. Staff will be required to contact their direct supervisor if they are sick as soon as possible. Thermometers will be available for staff to take their temperatures if needed. The screening responses will be documented and allow the ISD/Health Department to be able to trace possible exposure(s). If staff present symptoms similar to COVID-19, it is strongly recommended they get tested.
4. Dial-A-Ride Staff will wear facial coverings while on the bus, unless it is deemed unsafe for the driver to wear a facial covering, or it is not medically feasible for individuals.
5. When possible, students will have assigned seating on the bus.
6. Dial-A-Ride Buses will be cleaned/disinfected (without the presence of children) before and after every transit route. This includes frequently touched surfaces on the bus. A cleaning log will be maintained for each bus.
7. While weather permits, Dial-A-Ride bus doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. While weather permits and when it is safe to do so, bus windows may be left open while the bus is in motion to help reduce the spread of the virus.
8. Students who are dropped off at the classrooms other than by Dial-A-Ride Buses will be required to go through the above-mentioned screening process before entering school.
9. GSRP preschools require the bus driver, staff and student to wear face covering while on the bus. Hand sanitizer will be used by all individuals on the bus and the bus will be cleaned before and after each route. The GSRP preschool will follow the district transportation guidelines and protocols.
10. GSPC - Not applicable -Transportation is not provided.
11. Early On- Not applicable -Transportation is not provided.

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.

Because the MISD covers school districts in two separate regions (2 and 6) the following policies and procedures will be followed from the Michigan Safe Start Plan:

- A. If one region is in Phase 4 and the other region is in Phase 5 or 6, the MISD will follow the Phase 4 Protocols.
- B. If one region is in Phase 1-3 and the other is in Phase 5, the MISD will follow the higher of the phases based on the location of the MISD Campus/Classrooms.
- C. If both regions are in Phase 5 the MISD will meet with all local school constituent districts to determine what operational policies and procedures as provided in Phase 4 and Phase 5 will continue.

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*.

MISD will follow to the extent possible the highly recommended protocols from the Return to School Roadmap during Phase 5 as indicated below*:

- Personal Protective Equipment: Protocols regarding facial coverings will be followed with possible modifications on a case-by-case basis based on medical waivers or other extenuating circumstances.
- Hygiene: Adequate supplies to support healthy hygiene behaviors and continuously reinforce handwashing and other strongly recommended hygiene practices.
- Screening Students, Staff, and Guests: Quarantine area protocols, procedures for sending home symptomatic students, and visitor records.
- Testing Protocols for Students and Staff and Responding to Positive Cases: Protocols for students/staff who become symptomatic at school, and staff/family notifications following the presence of any laboratory positive or clinically diagnosed cases.
- Cleaning: All cleaning procedures to the extent possible will be maintained.
- Busing and Student Transportation: Protocols for use of hand sanitizer, bus cleaning, facial coverings, and others will be followed to the extent possible.
- Medically Vulnerable Students and Staff: Staff will update student care plans as needed to decrease risk for exposure to COVID-19 and provide for requests for alternative learning. MISD will attempt to provide for alternative work reassignments where possible.
- Transportation: MISD has reviewed operational considerations as strongly recommended in the *Return to School Roadmap* guidance and we are working with our contracted partner to implement safety and mitigation measures to the extent possible. Driver shortages may be a concern and operational disruptions are possible if staffing shortages occur.

*MISD planning has generally focussed on Phase 4 requirements in order to avoid constant adjustments to operational protocols.

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*.

When in Phase 5, MISD will not wholly exclude any of the highly recommended protocols from the *Return to School Roadmap* and will make efforts to follow to the extent possible and feasible the highly recommended protocols from the guidance.

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

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 11, 2020

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

<https://www.manistee.org/index.php/administration/board-of-education/>

Link to the approved Plan posted on the District/PSA/nonpublic school website:<https://www.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: David J. Cox

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

Administrator: Monday, August 10, 2020

Date Submitted to State Superintendent and State Treasurer: Thursday, August 13, 2020