



COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)
“Return to Learn”

Name of District: Lake Linden-Hubbell Public Schools

Address of District: 601 Calumet St., Lake Linden, MI 49945

District Code Number: 31130

Web Address of the District: <http://www.lakelinden.k12.mi.us/>

Name of Intermediate School District: Copper Country 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.

The district will provide a hybrid (online and packets) model of instruction using online learning as the primary mode of instruction. We will utilize learning platforms such as Google Classroom (preferred), Edgenuity, and Michigan Virtual. For those families that do not have a device or internet access they will have access to instructional materials through a weekly instructional packet. Students will have access to materials, textbooks, etc. that are needed to complete their work. Students will be expected to participate to the best of their ability and families should stay engaged with school personnel in developing realistic plans for their child. The district will do everything it can to meet student/family needs and allow for their full participation.

Teachers will be expected to make almost daily contact with students as this needs to be more rigorous than the remote learning in the spring. Students will need to make themselves available to allow true two-way communication to take place. This can be done through the use of technology (virtual meetings, email, texts) or through regular weekly phone calls. For those students that have technology access, teachers will also communicate multiple times a week through their chosen instructional platform (Google Classroom for MS/HS) to maintain a connection with the students while providing academic assistance. The perfect scenario would have our teachers and students meet virtually on their regular schedule each day at the regularly assigned times even if those class periods are abbreviated. Multiple virtual meetings as a class per week will be expected for those students that have the available technology.

For those students getting their instruction through an online platform, teachers will also be available during “office hours” at least once a week for individual virtual meetings as well as by email, phone call, or text. Students who are receiving the instructional packets will have support supplied by the teacher via phone calls or texts. Packets will be made available weekly for pickup during our food distribution. If they are not picked up then they will be mailed.

Our teachers will work to monitor all student access and progress. Regular grades will need to be given. They will give feedback to students on assignments they complete while also working to differentiate instruction to attempt to meet each student’s needs. Teachers will continue to engage and communicate with students through emails, texts, phone or video conversations (Google Meet, Zoom, etc.). Teachers will still be able to use PowerSchool student management to track student work. Those students who do not have technology access will drop off their completed weekly packet during food distribution or they can drop them off in the library drop box any day of the week.

The District’s plan will be communicated through our school website where it will be posted. We will also utilize email and social media where a link to the plan on the website will be provided for those that

have internet access. The school's digital sign will also be useful in making the community aware of the posting of the plan.

For our students enrolled in CTE classes we will work with their Director to ensure our students have the means to complete these courses and that they have the resources they need.

Teachers will also be responsible to do their best in gauging student wellness, engagement, and completion of assignments whether the student is working electronically or with the packets. The teacher will also keep a log of communication and attempts at communicating with students and their families. If there is inconsistent completion of work or inconsistent communication with a student or parent, the teacher will let the principal and counselor know and a plan to connect with them will be discussed. If determined to be needed, other support agencies might be contacted to help make these connections such as the school counselor, 31N Coordinator, DHHS, or ISD supports.

The District will contact all parents to see if there are mental health needs and give them a way to ask for support for themselves or their child. Based on what is requested, someone from the aforementioned support agencies (school counselor, 31N Coordinator, DHHS, ISD) will contact them to see exactly what they may need. Teachers will continue to try to monitor and assess the needs of their students and families through their weekly contacts. They will contact the principal or counselor if a need arises. The principal will always make himself available to teachers and staff in discussing possible needs of any student or family.

Instruction while in Phases 4 & 5

The District will provide face to face instruction in preK-12. It will take place in our buildings 5 days a week on normal school hours.

For those students and families that would prefer not to attend face to face we will be offering online options.

Students in preK-5 will be able to take instruction through our Lincoln Learning platform and still have interaction with our teaching staff. Those choosing this option can opt back to face to face instruction after a semester.

Students in grades 6-12 will also be able to be completely virtual through courses offered through Edgenuity and Michigan Virtual. Those choosing this option will also be able to opt back to face to face instruction after a semester.

Students in grades 6-12 we will offer either a synchronous (classes from our teachers streamed live) or asynchronous (recorded lessons from our teachers that students access at their convenience during the day) option for core classes with the rest of their schedule rounded out with classes from Edgenuity and/or Michigan Virtual.

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.

- **We will be requiring facial coverings for staff and students preK-12.**
- Everyone riding the bus, including the driver will be required to wear a mask or they won't be able to be on the bus. If a student attempts to get on a bus without one, they will be given one by the driver. If they don't wear a mask, they cannot ride.
- Everyone will be notified that they will be required to wear a mask at all times when in common areas.
- All teachers will be notified they need to wear a mask while in the classroom. Anyone who works with the public in any way is required to do so.
- Wearing a facial covering for students will be required 6-12 and staff will be able to remind them. Not having one on will be a violation of the dress code.
- Parents of students preK-5 will be made aware of the requirements as it pertains to facial coverings, as they will also have to be wearing them though we expect it to be somewhat of a challenge for the younger grades, especially preK-2.
- The school will supply the basic blue surgical masks if a student does not have one.
- Teachers will be encouraged to hold classes outside when feasible and in the MS/HS, where they do not have recesses, encouraged to take occasional breaks outside.

2. Hygiene

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

- We will continue to work with local suppliers to acquire an adequate supply of PPE.
- Supplies such as paper towels, soap, hand sanitizer, wipes, etc., will be checked daily by the custodial staff and restocked as needed in the classrooms and bathrooms.
- Each classroom will have a handwashing schedule to follow to ensure that students are washing their hands every 2-3 hours.
- Signage will be posted at handwashing stations to teach and reinforce proper hand washing technique.
- Teachers will teach students proper handwashing technique on the first day of school and reinforce weekly or more if needed.
- Teachers will also teach how to cough and sneeze into their elbows or to cover with a tissue and dispose of it in the trash.
- Social distancing will be encouraged where feasible.
- Elementary recess times will be staggered to limit the number of classes and students that are out at the same time.
- In phase 4, elementary students will have lunch in their classrooms. MS/HS will have theirs in the lunchroom with assigned tables that are spread out liberally throughout the elementary gym.
- Sharing of school materials will be limited and each student should have their own supply of materials.
- A list of these supplies will be generated by the teacher for their specific grade level and provided to parents.

3. Cleaning

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

- School Administrators and the custodial staff will meet to review all guidance related to cleaning and disinfecting of buildings as it relates to the guidance in the Return to School Roadmap. Proper cleaning protocols and district expectations will be reviewed.
- All classrooms will be provided disinfecting wipes with EPA-approved disinfectant, paper towels, face shields and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Hand sanitizer with at least 60% alcohol will be provided in all classrooms and offices.
- Custodial staff will walk the building wiping all high frequency usage areas at least every 4 hours and following any evening activities in the building. A record of the times this is completed should be kept.
- All specials classrooms such as art, music, gym and computer labs will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher will see to it that all frequently used materials are wiped down after each class has exited with EPA-approved disinfectant so it is completed before the next class enters.
- Teachers will also make sure that all student desks are wiped down after each class period before other students use the same desks. An EPA-approved disinfectant will be used and then stored properly away from students. All cleaning should be performed with adequate ventilation.
- Playground equipment will be cleaned at least weekly. An EPA-approved disinfectant is unnecessary to perform this cleaning.

4. Athletics

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

- The District will comply with the guidance of the Michigan High School Athletic Association (MHSAA).
- Everyone involved will use proper hygiene before and after every practice and event. All participants will confirm they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- Each participant must use a marked water bottle. There should be no sharing of equipment.
- There should be no handshakes, fist bumps, and other unnecessary contact.
- Indoor weight room and physical conditioning activities that require shared equipment are suspended. Outdoor conditioning activities are allowed while maintaining social distancing.

5. Screening

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

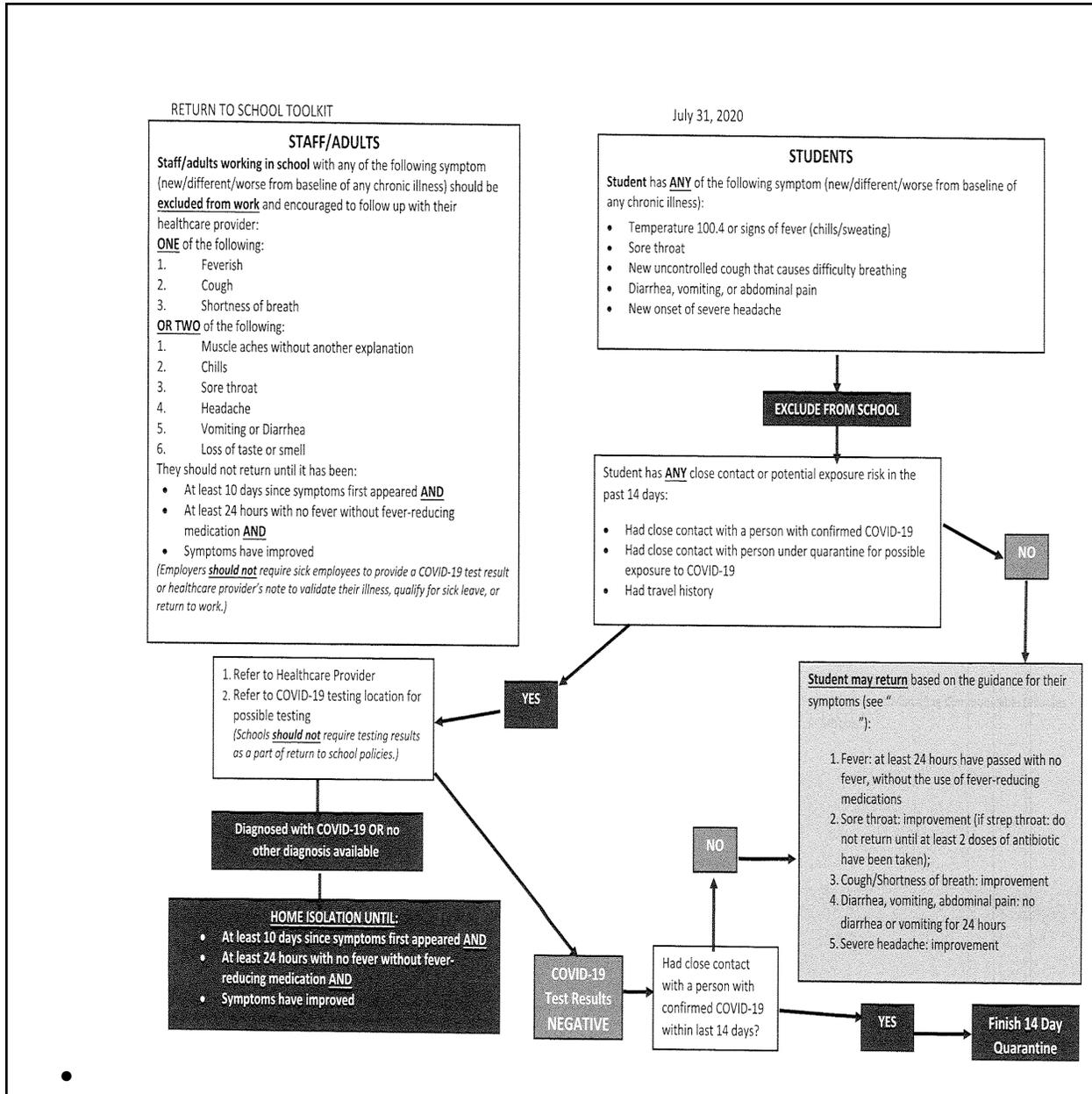
- The District will work with the Western U.P. Health Department regarding the implementation of protocols and will be reviewed and adjusted as necessary.

- Families are expected to monitor their children for symptoms of COVID-19. The presence of any symptoms, including persistent cough, fever (>100.4), sore throat, headache, and/or abdominal pain or diarrhea should prompt the family to keep the student home from school and to follow up with a primary care provider.
- All school staff will be required to conduct a health safety assessment at home prior to coming to work. This will include taking their temperature. If they have any respiratory or gastrointestinal symptoms, have a temperature of 100.4 or greater, persistent cough, headache, or sore throat they should stay home.
- Employees will fill out a health screening form each day. If they answer “Yes” to any of the screening questions, they will notify their supervisor or the office and let them know they will need to go home for at least the day.
- Each building will have a quarantine area. In the Elem. building it will be a room off of the office, and in the High School it will be a room next to the main office. Appropriate PPE will be available in the room or in the adjoining office. Our secretaries would be the first to assist the student that becomes ill. They will monitor the student in the room until they can be picked up.
- A parent contact will be made as soon as possible to make arrangements for them to pick up their child..
- Symptomatic students who are sent home should be kept home until they have tested negative or have completely recovered according to CDC guidelines and based on a timeline provided by their physician or the local health department. (See flowchart on pg. 9)
- If a student tests positive, they may be asked to identify locations they were in and individuals they came in contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for 15 minutes or more. If it's a younger student, staff may be asked to help answer these questions. The health department will be contacted to assist in contact tracing.



6. Testing

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



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).

- A weekly meeting with the district transportation supervisor will be held to review the criteria that is required for phase 4 and discuss concerns or issues that have come up.
- All buses that are used will be cleaned and disinfected after every route. This will include all frequently touched surfaces.
- Hand sanitizer must be used upon entering the bus.

- The driver, staff and all students (as long as it's medically feasible) must wear facial coverings while on the bus. If a student refuses to wear a facial covering they will not be allowed onto the bus.
- Face masks will be available at the entrance of the bus in case a student does not have one of their own.
- Any equipment that is being transported to school will be cleaned and sanitized such as wheelchairs, walkers, etc.
- When feasible, students will sit socially distant from each other.
- Students will end up with assigned seats.
- Members of the same family will sit together.
- When feasible and weather permitting, the bus driver will keep the windows open to increase air circulation and help reduce the possible spread of the virus.

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

- The policies and procedures the District will follow while in Phase 5 will mirror what the District is planning to do in Phase 4.

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 required preK-12 in class and in common areas by all students and staff except when outside or eating.**

Hygiene:

- We will provide soap, hand sanitizer, paper towels and signage reinforcing proper handwashing technique.
- Provided hand sanitizer will have at least 60% alcohol.
- Students (especially elementary) will be taught how to cough and sneeze into their elbows or cover with a tissue and wash hands immediately after.
- Students will wash their hands or use hand sanitizer after changing rooms.

Screening Students, Staff, and Guests:

- Quarantine room and a staff person to monitor any child in the room will be in place.
- Students who are in the quarantine room will have a surgical mask on and wait there until they can be picked up.
- Symptomatic students who are sent home from school will remain home until they have either tested negative or completely recovered according to Health Dept. and CDC guidelines.
- Records will be kept of non-school employees entering and exiting the building.
- Parents will not be allowed in the buildings except when deemed urgent enough to allow them to enter.

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

- Students that become ill with symptoms of COVID-19 at school will wear a mask and be picked up by their parents or emergency contact and be encouraged to go to their physician or off-site testing.
- Staff who become ill with symptoms of COVID-19 at school will wear a mask and should be transported for off-site testing or to their physician.

- Parents and guardians will be notified of the presence of any positive diagnosed cases in the school system to encourage closer observation for any symptoms at home.
- Symptomatic students and staff that are sent home from school should be kept home until they have tested negative or have been released from quarantine according to CDC guidelines or the Health Department.
- If there is a diagnosed positive case, efforts will be made to identify any close contacts (those who spent more than 15 mins. Within six feet of the student or staff member) so that they can be quarantined at home. Only those that develop symptoms should be tested.

Responding to Positive Tests Among Staff and Students:

- We will notify local health officials, staff and families of any positive COVID-19 cases while maintaining confidentiality consistent with state and federal privacy laws.
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. The Health Dept. will provide instruction about return to work using the most current guidelines.

Food Service, Gathering, and Extracurricular Activities:

- Kitchen staff will use gloves, shields and masks.
- Students, teachers, and kitchen staff will wash hands before and after meals.
- All gatherings, including those outdoors, will comply with current and future executive orders that set caps on the number of people that can congregate.
- If field trips are taken they will comply with transportation guidelines within this plan including the requirement for wearing of facial coverings.

Athletics:

- Indoor spectator events are limited to 50 people. Outdoor events are limited to 250 people. Spectators not of the same household must maintain six feet distance from one another.
- Students, teachers and staff will use proper hand hygiene before and after every practice, event or gathering. Every participant will need to confirm that they are healthy and without any symptoms prior to any event.
- Equipment must be disinfected before and after use.
- Buses will be cleaned and disinfected after every use.
- Each participant should use a clearly marked water bottle for their own use. There should be no sharing of equipment.

Cleaning:

- Frequently touched surfaces will undergo cleaning at least every 4 hours.
- Libraries, computer labs, arts and other hands-on classrooms should undergo cleaning after every class period. Efforts will be made to minimize sharing of materials between students, as able.
- Student desks should be wiped down (disinfected) after every class period.
- Playground structures should continue to undergo a normal cleaning routine but using disinfectant is unnecessary.
- Athletic equipment can be cleaned with disinfectant before and after each use.
- Ensure safe and correct use and storage of cleaning and disinfection products safely away from children and with adequate ventilation when staff use these products.

Busing and Student Transportation:

- Strongly encourage the use of hand sanitizer as people enter the bus. Hand sanitizer will be supplied.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly.
- Clean and disinfect frequently touched surfaces in the vehicle prior to morning and afternoon routes.

- Any equipment that is being transported to school will be cleaned and sanitized such as wheelchairs, walkers, etc.
- Plan for situations where a student is not allowed to board the vehicle.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols as previously outlined.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

Medically Vulnerable Students and Staff:

- Systematically review all current plans for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- Work with students/families and staff who self-identify as high risk for severe illness due to COVID-19 and have a plan to address requests for alternative learning arrangements or possible work reassignments if any are possible.

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*.

- All are included in some capacity.

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: 8/10/2020

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

http://www.lakelinden.k12.mi.us/minutes/minutes_316.pdf

Board President Patricia A. Buxton Date 8-13-2020

Link to the approved Plan posted on the District/PSA/nonpublic school website:

<http://www.lakelinden.k12.mi.us/events/2681.pdf>

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: Lake Linden-Hubbell Public Schools

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

Date Submitted to State Superintendent and State Treasurer:

