

HANCOCK PUBLIC SCHOOLS

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Revised 10:00 AM
8/10/2020

Name of District: Hancock Public Schools

Address of District: 501 Campus Dr., Hancock, MI 49930

District Code Number: 31010

Web Address of the District: www.hancockpublicschools.org

Name of Intermediate School District: Copper Country ISD

Name of Authorizing Body (if applicable): Hancock School Board

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.

It is understood by the district leadership from communications with state and local health department officials that this is a “living document.” We fully expect that protocols and processes will change based on new guidance from state officials through executive orders and legislation, changing CDC and local health officials guidance, and scientific advancements in understanding and combating the spread of COVID-19. We pledge to follow this guidance and keep out students, parents, staff, teachers, and community informed of these changes and their impact on our operations.

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.

District and Building Implementation Plan

Hancock Public Schools plan to use a hybrid model of instruction using various online platforms decided on by teachers. The base platform will be Google Classroom. This will be combined with hardcopy packet distribution with assignments and activities which will be turned in on a weekly basis. For those students who do not have electronic devices, the district will provide devices for those in grades 3 - 12. Devices will be provided for students in grade K-2 that do not have access to them at home, to the extent feasible. Packet distribution will allow students without internet access to assignments. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, PowerSchool) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, SeeSaw, Schoology, Accelerate Education, APEX Learning), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write

letters to classmates. This builds on the operational foundation created during the educational operations conducted during the spring 2020 shutdown.

For students with technology access, content will be delivered through the online platform Google classroom. Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week 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 hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided during meal distribution. Packets will be mailed or delivered to the student if they do not participate in meal distribution.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Schoology, Seesaw, Accelerate Education, APEX Learning). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected each week during meal distribution. 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. If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our PowerSchool communication platform, according to the preferences our parents/guardians have chosen in that system. 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 Facebook 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. The students will be given credit or no-credit. For students enrolled in CTE programs we will work with the ISD 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.

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 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. They will also need to keep a log of all communication with students and families. 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, most notably the Copper Country Intermediate School District, may be sought to make these connections (31N Coordinator, DHHS, ISD supports etc.)

The district will survey all 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.

Safety Protocols

Personal Protective Equipment

- 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/shields, 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.

Per CDC guidelines issued Thursday May 13, 2021, “while indoors fully vaccinated individuals will no longer need to wear masks.” The Michigan Department of Health and Human Services updated their Gatherings and Mask Order to reflect these changes. Under such orders, Hancock Public Schools will allow employees and students who qualify as fully vaccinated for COVID-19, to operate inside the district buildings without facial covering, while still being required to follow all other protocols in our Response Plan. – Approved at Hancock Public School Board meeting on May 17, 2021.

District and Building Implementation Plan:

- A reusable Bulldog logo face covering will be provided for all students, staff, and teachers at the start of the year. It is expected that parents, students, teachers, and staff will perform washing as needed of these face coverings. Disposable face coverings will also be available if these are forgotten. Parents and students will be responsible for extra face coverings.
- 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. (Aug. 15 - Sept. 8)
- Students will be trained in appropriate use of face coverings during the school day.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Sept. 8)
- Fabric face coverings will be ordered and provided to every student and staff member on a daily basis. These will be placed on busses and in the classrooms every evening by the custodial and transportation staff. (Delivery taken by Sept 8)
- Clear face shields will be available (Delivery taken by Aug. 15)
- Individuals (staff or students) who claim medical exemption will need to meet with the district leadership to provide rationale and documentation from a certified healthcare

provider. (Begins Sept. 1 and continues throughout the school year)

- Exempted individuals will be recorded in a master database held at the district offices and shared with each principal and their assistant.
- PreK-3 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close (2 feet or less) proximity to other students.
- School staff will acknowledge those wearing face coverings using the positive reinforcement.
- Students requiring special considerations (example: 504 Plans, IEPs, health care plans) regarding failure to wear a face covering will be referred to their specific case manager for the development of additional interventions.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering 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 school safety officer or building administrator.
- Any persons not complying with building policies will be addressed appropriately by building leadership.

2. Hygiene

District and Building Implementation Plan:

- Six portable hand washing stations will be distributed to high traffic locations throughout the district for use during transition periods.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Teachers will teach students the following to students on the first day of school and reinforce weekly or more often as needed:
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues by September 1 and monitor monthly
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by September 1
 - Monitor hygiene supplies and refill as needed twice daily
 - Procure hand sanitizing stations as deemed necessary during walk-through with the building leader, this has been completed.
- Sharing school supplies will be limited, and each student will have their own supply box for materials.

- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

3. Cleaning

District and Building Implementation Plan:

- 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.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for usage in different wings. I.e. Curriculum closet in third grade hallway, gym storage room, custodial closet in 5th grade hallway.
- 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 facial covering and face shield when cleaning based on material safety data sheet recommendations.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas periodically following CDC guidelines and following any evening activities in the building
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher will work with students to will wipe down all frequently used materials after their use with an EPA-approved disinfectant. They will also develop other approved protocols in collaboration with local health officials following CDC guidelines.
- Classroom teachers will work with students to will wipe down the students desks every time students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. Cleaning materials will be secured per existing safety protocols. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- Playground equipment will be sanitized during midday when students are not on the playground following CDC protocols using an EPA-approved disinfectant.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.
- Custodians will check all soap dispensers to ensure that they do not run out
- Teachers will notify custodians if their soap is about to run out
- Teachers will make sure their classroom hand sanitizers are full
- Teachers will have their students wash their hands at the beginning of the day, before lunch, and for transitions
- Teachers will disinfect materials between small groups
- Teachers will teach students how to properly wash their hands
- Teachers will teach students to cough or sneeze into their elbows
- Teachers will encourage students to notify staff if a soap dispenser is low
- Students will use their own classroom supplies
- Students will keep ,materials separate in their cubby or lockers

- The following signs will be displayed around the school:
- Age appropriate hand washing signs will be posted at each sink
- Cough/ Sneeze into your elbow sign

4. Athletics

- The district plan complies with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Indoor training / events are limited pods or groups of 10 people. Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people provided that facial coverings are used by observers, and people not part of the same household must maintain six feet of distance from one another.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event and documented on the HCH Covid-19 Athlete/Coach Monitoring Form.
- All equipment must be disinfected before and after use.
- Inter-school competitions will not be held, however Intra-school skill development, conditioning, practice, and/or scrimmaging may occur.
- No busing / transportation will be utilized.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors. All equipment must be disinfected before and after use.
- Handshakes, fist bumps, and other unnecessary contact should not occur.

5. Screening

District and Building Implementation Plan:

- Each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE including, face shields, medical grade face coverings, gloves, sanitizing wipes, and log sheets.
- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (office staff) will contact the student/family each day after

removal until test results are provided and verified before the student can return to school.

- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into 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 a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form as well as through AESOP. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.

6. Testing

Hancock Public Schools is currently collaborating with U.P. Health Systems - Portage to develop a testing process to allow students, staff, and faculty of Hancock Public Schools that are displaying symptoms of COVID-19. Testing will not be required, it is a voluntary opportunity for those concerned about being infected with COVID-19 to be tested and receive a timely results response.

Hancock Public Schools will continue to cooperate with the Western U.P. Health Department regarding implementing protocols for screening students and staff.

Hancock Public Schools will continue to cooperate with the Western U.P. Health Department if a confirmed case of COVID-19 is identified, including collecting contact information for any close contacts of the affected individual from 48 hours before he or she displayed symptoms to the time when he or she was last present at school.

7. Busing and Student Transportation

District and Building Implementation Plan:

- Contact has been made to Lamars transportation companies that support the district to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A weekly meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for level IV and discuss concerns or issues arising.
- A breakdown of the aforementioned items will be presented in all RFP's to the contracting companies to ensure that they can comply with the items required.
- Contracts are being to be altered to address the cleaning, sanitizing and professional development that is needed for the fleet.
- Signage will be added to each bus to address the use of face covering sing of all students and drivers, use of hand sanitizers and cleaning protocols.

- Districts relying on their own transportation will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- We have begun the ordering of hand sanitizer and supplies in which to brace/mount the hand sanitizer at the entrance of each bus.
- An ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of 90 days.
- Facial coverings will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Communication will be sent out weekly to families related to the mandatory nature of wearing a facial coverings on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless “It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering.”
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a facial covering.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of facial covering and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- 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. This will be noted in the cleaning log.

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.

- ❖ Hancock Public Schools will offer 3 options to meet curricular needs for all students. The options will include in building, face to face instruction; live, synchronous and on-demand asynchronous instruction being delivered virtually via Google Classroom by Hancock Public Schools faculty/staff; and District endorsed, virtual/online instruction via an accredited, approved third party vendor (APEX). The options will meet the needs of all State standards of the Michigan Department of Education, while fully enrolled as a Hancock Public School’s student(s).
 - For face-to-face instruction, the District will adhere to all guided instruction being delivered according to the procedures outlined below. Students will attend in-class instruction during the normal daily schedule of Hancock Public Schools.
 - For synchronous and asynchronous on-line delivery options, students will meet in class face-to-face, or meet during scheduled class time(s) via the Google suite platform of Google Classroom.
 - The synchronous option will afford students not in physical attendance to be interactive in the learning environment with their faculty and

classmates. Regular and daily attendance will be taken via the synchronous platform.

- The asynchronous option will be available for students who, due to internet / device limitations or conflicts with scheduled synchronous classes for siblings within households, will be afforded the opportunity to complete daily lessons and homework within an 'on-demand' feature. The availability of the asynchronous option will be verified and scheduled on an individual student - family need. Students choosing the synchronous or asynchronous options will be allowed to rejoin face-to-face instruction during windows of time during the semester to be determined. Students choosing to participate in the synchronous and asynchronous options will be allowed to participate in Hancock athletics as seasons are permitted by health and state officials.
- The District's virtual option provides Hancock Public School students the ability to supplement the synchronous or asynchronous delivery with additional core or elective class offerings through our third party vendor; and/or to engage in fully remote classes that meet Hancock Public Schools curriculum for our K - 12 requirements. Students will have direct access to both the virtual class' teacher, as well as the Hancock Public Schools teacher assigned as the teacher of record. Students who are fully engaged in the on-line virtual platform will be fully enrolled as Hancock Public Schools students. Students wishing to rejoin face-to-face instruction can do so at the beginning of each semester. Students choosing the Hancock Virtual School option will be allowed to participate in Hancock athletics as seasons are permitted by health and state officials.
- ❖ In stage 5 all faculty and staff will wear facial coverings while in the building, unless working in their office alone or eating or drinking.
- ❖ K-5 students who will be cohorting, will wear a facial covering in their home room, at lunch, or while outside. They will wear facial coverings when transitioning between classes.
- ❖ Students in grades 6 – 12 will wear facial coverings except when eating, participating in gym class, or any outdoor activities.

These policies are subject to change based on local health department orders, changing CDC guidance, and Executive Orders.

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*.

The District will be implementing all strongly recommended Phase V [policies/ procedures/ protocols], which consist of the following:

These protocols are being strongly recommended under the Michigan Safe Start Plan and will be followed by our district. This is a comprehensive list of all highly recommended protocols for regions under Stage 5 by Governor Gretchen Whitmer's COVID-19 Task Force on

Education's Return to School Advisory Council.

Personal Protective Equipment

Facial coverings will be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical face coverings. 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 face coverings.
- Homemade facial coverings should be washed daily

Facial coverings will 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 face coverings. Social distancing and cohorting will be practiced and enforced, hence facial coverings for students in grades preK-5 are encouraged but not required.

- Homemade facial coverings should be washed daily.
- Disposable facing coverings should be disposed of after 3 days use.

Hygiene

- We 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).
- We will teach 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.
- We will educate 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.
- Students will be taught to wash their hands or use hand sanitizer after changing any classroom; teachers Safety Protocols 39 Governor Gretchen Whitmer Governor Gretchen Whitmer MI Return To School Roadmap MI Safe Start | Phase 5 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 will identify and designate a quarantine area and a staff person to care for children who become ill at school.
- When our students become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical face covering in place until they can be picked up. Identified school staff caring for these children should wear a surgical face covering, unless they are unable to.

- Our students that are symptomatic will be sent home from school should be kept home until they have tested negative or have exhibited no symptoms for 24 hours according to CDC guidelines.
- We will keep detailed records, including date and time, which will be kept of non-school employees or other visitors entering and exiting the building.
- Teachers and staff will fill out an on-line survey each morning regarding if they have symptoms, allowing us to document and track any potential hazards.
- Parents are in charge of determining if their child should be tested. Per the following CDC guidance **“Students who are sick with contagious illness should not attend school, but most illnesses do not require the same level or length of isolation that COVID-19 does. Excluding students from school longer than what is called for in existing school policies (e.g., fever free without medication for 24-hours) based on COVID-19 symptoms along risks repeated, long-term unnecessary student absence.”** Following CDC guidance we will require that students and staff “stay home when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without use of fever-reducing medicine (e.g., Tylenol). Policies that encourage and support staying home when sick will help prevent transmission of SARS-CoV-2 (and other illnesses including flu) and help keep schools open.”

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 should wear a face covering and be transported by their parent/guardian or emergency contact, home or to an appointment with their physician. See screening and testing language above.
- Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a face covering and travel home to heal. Off – site testing will also be offered in collaboration with U.P. Health Systems. See CDC language guidance under Screening.
- Parents and guardians will be notified by District leadership 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.
- In the event of a lab or clinically diagnosed case of COVID-19, Health Department officials will 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.
- Hancock Public Schools is working on a testing protocol with U.P. Health – Portage. When students, faculty, or staff contract COVID-19 symptoms, they will have the option of calling U.P. Health – Portage and arranging a time for a drive up test at one of their clinics. They can expect to get test results back that day.

Responding to Positive Tests Among Staff and Students

- District leadership 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: Our district 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).

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

Food Service, Gathering, and Extracurricular Activities

- Our district serving and cafeteria staff will use barrier protection including gloves, face shields, and face coverings.

- Our students, teachers, and cafeteria staff 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.

- On any scheduled field trips, they should comply with transportation guidelines within this document, including mandatory facial covering.

Athletics

- Indoor district spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.

- Our students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.

- All equipment must be disinfected before and after use.

- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.

- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Cleaning

- Frequently touched surfaces including 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 hands-on 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 be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. This will often be done by students with teacher supervision.
- Playground structures will undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary. The Barkell playground will undergo this sanitizing mid-day each day.
- Athletic equipment will be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- District staff 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

- Students riding the bus will use a hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- Our bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- Lamars will clean and disinfect transportation vehicles regularly. Children will not be present when a vehicle is being cleaned.
- Lamars 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.
- We will clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- We will create a plan for getting students home safely if they are not allowed to board the vehicle.
- If one of our students becomes sick during the day, they will not use group transportation to return home and should follow protocols outlined above.
- If our bus 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

- We will 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*.

Disposable face coverings should be disposed of at the end of each day - we have received guidance from our local hospital that we can reuse face coverings for 3 - 5 days as long as we store them in a paper bag.

More stringent policies, procedures, and protocols will be implemented if required by the local Department of Public Health, new CDC guidelines, or State Governor Executive Order.

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**.

Hancock Public Schools will implement all strongly recommended protocols other the following:

Spacing desks 6 feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. - This will be addressed as feasible. Cohorts will be used in grades K-8 with standardized seating charts being used within cohorts and grades 9-12. – **As feasible**

Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing. – **Parents are in charge of determining if their child should be tested. A child who exhibits symptoms while at school will follow CDC guidelines before returning: require that students and staff “stay home when sick until at least 24 hours after they no longer have a fever (temperature of 100.4 or higher) or signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without use of fever-reducing medicine (e.g., Tylenol). Policies that encourage and support staying home when sick will help prevent transmission of SARS-CoV-2 (and other illnesses including flu) and help keep schools open.”**

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:

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: Dr. Steve Patchin, Superintendent of Hancock Public Schools

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

Date Submitted to State Superintendent and State Treasurer: