

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District: Mason Consolidated Schools**

**Address of District: 2400 Mason Eagles Drive Erie, MI 48133**

**District Code Number: 58090**

**Web Address of the District: [www.eriamason.k12.mi.us](http://www.eriamason.k12.mi.us)**

**Name of Intermediate School District: Monroe County 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.

Mason Consolidated Schools will use a variety of methods to provide education to all students. Instructional learning packets along with a virtual learning environment will be used. Should a grade level’s material focus on the use of digital devices and a student need a device, one will be provided. The school will work with families needing the internet and will provide a HotSpot where needed. All student’s Pre-K through 12th grade have a school issued login for Google Classroom and Office 365. This ability will provide a safe controlled environment for students and staff to work in.

All Pre-K through 5th grade students will have instructional learning packets, as well as a virtual learning environment in Phases 1-3. Staff will provide on-line instruction through Google Classroom and with live video lessons recorded and uploaded to Google Classroom for those not able to access live instruction. Teachers will communicate daily with parents/students via email, phone calls, and virtual office hours

Middle and High School will use Google Classroom for housing all materials. Staff will provide on-line instruction through Google Classroom and live video lessons will be recorded and saved on Google Classroom. Teachers will communicate daily with parents/students via email, phone calls, and virtual office hours for those not able to access live instruction.

- 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.

### **District and Building Implementation Plan:**

- 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 student orientations, and all staff orientations. The State of Michigan has determined that face shields worn alone are not considered adequate face coverings.
- Students and staff will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings.
- 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.
- Parents/Guardians are asked to provide clean face coverings (masks) for their children on a daily basis. Disposable medical style masks will be ordered and provided to every student and staff member on a daily basis if needed. These will be placed on busses and in the classrooms.
- Face coverings may be homemade or disposable. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of each day.
- Individuals (staff or students) who claim medical exemption will need to meet with a district administrator to provide rationale and documentation. The meeting will take place in person or virtually, but must take place prior to the student or staff member attending school.
- Exempted individuals will be recorded in a master database and issued an identification of this.
- K-5 students will be strongly encouraged to wear a face covering throughout the school day.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in eSchool.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continue removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (contractors, 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.
- Volunteers will not be permitted in the building unless approved by a building administrator for exceptional circumstances. All volunteers must be screened by office personnel.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

## **2. Hygiene**

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

### **District and Building Implementation Plan:**

The district will implement strict protocols for hygiene. Hand sanitizer stations will be located

throughout both school buildings. The stations will be checked routinely to make sure they are filled with adequate amounts of hand sanitizer. The district will secure adequate supplies to support health hygiene behaviors (including soap, hand sanitizer, paper towels, and tissues). Signs reinforcing proper handwashing techniques will be displayed throughout both buildings. Custodial staff will restock classrooms and building facilities daily with hygiene supplies. Teachers will contact the office immediately if supplies run low during the day.

Staff will be trained on proper hygiene protocols at the beginning of the year professional development days, including the technique for proper handwashing, how to cough and sneeze into their elbows, and proper disposal of tissues. Staff will be expected to wash their hands for at least 20 seconds with soap and water every 2-3 hours, before/after lunch, and before/after returning from any event.

Elementary teachers will utilize classroom sinks to require students to wash their hands for at least 20 seconds with soap and water every 2-3 hours, before/after recess, before/after eating, before/after returning from any event, before/after riding district provided transportation. Elementary teachers will teach and reinforce proper handwashing techniques during the opening of school and periodically throughout the year.

Middle and high school teachers will teach and reinforce proper handwashing techniques during the opening of school and periodically throughout the year. Middle and high school students will be expected to wash their hands for at least 20 seconds with soap and water every 2-3 hours, before/after eating, before/after returning from an event, and before/after riding district provided transportation.

Sharing of classroom supplies will be limited. Parents will be provided a list of classroom supplies that their child will need for the first three months of school. Students unable to provide their own school supplies will have them provided by the district. If classroom supplies are shared, such as chromebooks and calculators, they will be disinfected between student use. Students will be expected to have a personal supply of items such as hand sanitizer for use during school. All students will have their own personal locker or cubby area in the classroom. Students will not share lockers.

### 3. Cleaning

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

#### **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.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols.
- 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 at 10:00 a.m. 3:00 p.m and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.

- Additional custodial staff will be hired to assist with cleaning.
- Classroom teachers will spray the students desks with disinfectant when students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. All classrooms will have the appropriate EPA-approved disinfectant in their rooms. Students in grades 6-12 may wipe down their own desks and materials **after** use, but not the desks or materials of any other student.
- Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with an EPA-approved disinfectant.
- Training on cleaning materials and protocols will be provided to the staff prior to school starting. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials. The training may be virtual or in-person.

#### 4. Athletics

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

#### **REQUIRED**

**Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).**

Erie Mason Athletics and local feeder programs that use our grounds and facilities will meet and adhere to all of the guidelines and protocol issued by the MHSAA along with the NFHS. All of the recommendations from the MHSAA have been met during the summer workouts. The coaches have been informed of all the expectations going forward via virtual or in person meetings with the Athletic Director and/or the Athletic Trainer. Daily health checks for all coaches and athletes along with social distancing. No more than 100 people outdoors at a given time. All indoor facilities including the pool, weight room and gymnasium are closed.

**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.**

Erie Mason Athletics and local feeder programs that use our grounds and facilities will meet and adhere to all of the guidelines and protocol for proper hand hygiene techniques before and after every practice, event or other gathering. At this time, the athletic department has supplied hand sanitizer for all hand hygiene and equipment. The athletic trainer monitors the hand sanitizer when athletes complete the “daily health check” when they arrive on campus.

**All equipment must be disinfected before and after use.**

At this time, the athletic department has supplied disinfectant wipes for all equipment. The coaches and athletic trainer monitor the use of the wipes to clean the equipment used.

**Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.** All student-athletes and coaches will wear a mask while being transported via bus to and from athletic events.

**Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.**

In Phase 4, there will be no competition indoors. This will affect Volleyball and Girls Swim and Dive. Outdoor events can take place with a limited number of people. In Phase 4, only 100 people are

allowed on campus. For football, this will mean no spectators allowed on campus. We will meet the 100 person limit with student-athletes on both teams, coaches, athletic trainers, football officials and administrators from both schools. We will need to have support to ensure we do not have anyone arriving on campus that does not have permission to be here.

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

We do not have enough personal water bottles for each athlete. All student athletes must provide their own clearly marked water and water bottles. This will be monitored by the athletic trainer.

**Handshakes, fist bumps, and other unnecessary contact must not occur.**

Coaches will enforce this guideline.

**Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.**

All guidelines are currently being followed by coaches and student-athletes.

**Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.**

In Phase 4, there will be no competition indoors. Outdoor events can take place with a limited number of people. In Phase 4, only 100 people are allowed on campus. For football, this will mean no spectators allowed on campus. We will meet the 100 person limit with student-athletes on both teams, coaches, athletic trainers, cheerleaders, football officials and administrators from both schools. We will need to have support to ensure we do not have anyone arriving on campus that does not have permission to be here. For Cross Country, we host 2 meets this year and we would cap the number of athletes who are participating due to the 100 person guideline. Again, no spectators due to the large number of athletes and staff needed to run the meets.

## 5. Screening

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

### **District and Building Implementation Plan:**

- A copy of our screening and exposure plan will be shared with the County Health Department. Weekly meetings will be held with the Health Department along with the status of any referrals from the prior month.
- Any child showing symptoms of COVID-19 should remain home and will not be permitted on school grounds until the school district receives documentation from a proper medical professional clearing the student to return to school.
- Parents will be required to take their child's temperature each morning using oral, tympanic, or temporal scanners prior to coming to school. Students with a temperature of 100.4 or higher should remain home until cleared to return from a medical professional. The parent should notify the school that the child will not be in attendance.

- 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 gowns, face shields, masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, and log sheets. **High School - The spare small office located in the office corridor. Elem: Principal's Office, Middle School: Principal's Office.**
- 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. **High School - Lynn Ferguson/Brandon Bates, Middle School: Ben Russow, Elementary: Deb McCain**
- 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.
- 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.
- 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 SmartFind Express.
- Staff who test positive of COVID-19 will be required to be kept home until they have been cleared by a medical professional to return to work.

## 6. Testing

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

### District and Building Implementation Plan:

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school will be required to wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, to receive medical attention.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will be required to wear a mask and be sent home in order to seek medical attention.
- Staff who test positive of COVID-19 will be required to be kept home until they have been cleared by a medical professional to return to work.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 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, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms are strongly encouraged to be tested for COVID-19.

- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

**Responding to Positive Tests among Students and Staff:**

- Mason Consolidated Schools will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.
- Notify Public Health - Monroe County, 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.
- Public Health - Monroe County 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.
  - Public Health - Monroe County, depending on the situation, may identify other contacts who require quarantine. Schools can help the Public Health - Monroe County by collecting data and contact information of those exposed.
  - Staff will adhere to confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Public Health - Monroe County will provide instruction about return to work, using the most current guidelines from the CDC for this determination. The school district will require clearance from a medical professional before allowing the employee to return to work.
- Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

**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).

### **District and Building Implementation Plan:**

Contact will be made with the transportation department of 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 departments to review the criteria required for level IV and discuss concerns or issues arising.
- The district will 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 masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- The District will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- Begin the ordering of hand sanitizer and supplies for student use on busses.
- 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. Logs and video will be maintained for a period of 90 days.
- Drivers will be supplied a face shield. The face shield will be used while students are loading and unloading the bus.
- Face masks will be available at the entrance of the bus if a student does not come to the bus equipped with the necessary item.
- Students will sanitize hands prior to sitting down on the bus.
- Students will be assigned seats and family members will sit together to minimize exposure.
- The first two seats behind the driver will remain open if possible, to allow for more space between the driver and students in the event the driver removes or cannot wear a mask.
- Communication will be sent out to families related to the mandatory nature of wearing a face mask 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 face mask and how to handle students refusing to wear facial coverings.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks 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. (Identify district and contracting criteria under which this would be required at a temperature of 60 degrees and with no participation).
- 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.

## 8. Spacing, Movement & Access

### District And Building Implementation Plan:

- Class sizes will be reduced as a result of all teaching staff available during student attendance on campus to allow for additional space between desks in classrooms. .
- In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- As feasible, all desks will be arranged facing the same direction toward the front of the classroom.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Signage will be posted to indicate proper social distancing.
- Floor tape or other markers will be used at six foot intervals where line formation is anticipated.
- Social distancing floor/seating markings will be placed in waiting and reception areas.
- Signs will be placed on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering the building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Administrators will work with staff to determine what furniture or supplies can be removed from the building or what alternate furniture can be used to create greater physical distance. The current physical distance between students and staff in district buildings ranges from 4 to 6 feet after those accommodations.
- Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance requirement.
- Visitors to the building will check in through the office. (Plexiglass barriers will be installed at the check-in desk.)

### Elementary School Schedule and Considerations (Grades PK-5):

- **Face-to-face class with general education teacher - every day (8:10 am - 12:50 pm)**
- **Remote instruction - everyday (2:00 pm -3:00 pm) (intervention, extension of instruction, student supports in social/emotional, speech, IEP goals and objectives, enrichment lessons)**
- **Students stay together as a class and do not mingle with other classes**
- **Specials:** Specials schedule (M-F schedule): specials teachers travel to classroom - students remain in place (Music and PE classes will adjust curriculum as needed to accommodate inside instruction - hold classes outdoor weather permitting)
- **Recess:** Organize recess schedule so that each class remains separate from other classes and classroom teachers supervise recess for their class.
- **Breakfast:** Students eat breakfast in classrooms.
- **Lunch:** Student lunches will be provided at various locations for grab and go when leaving the building.

### Middle School Schedule and Considerations (6-8):

- **Face-to-face classes with teachers - every day (7:30 - 12:00)**
- **Remote instruction -every day (1:30-2:20) Intervention, extension, support service support in social/emotional, speech, IEP goals and objectives, enrichment lessons)**
- 
- **Cohort model** - Students stay together as a cohort and do not mix with other cohorts, except

for specials. Teachers remain in classrooms and students are released to their next class on a staggered schedule. Students must report directly to their next class. Bathroom breaks will be scheduled throughout the day on a staggered schedule.

- **Breakfast:** Students eat breakfast in classrooms.
- **Lunch:** Student lunches will be provided at various locations for grab and go when leaving the building.

#### **High School Schedule and Considerations (9-12):**

- **Face-to-face classes with teachers - every day (7:35-12:05)**
- **Remote Support Hour/Online SAT prep class – Every day (1:35-2:27) Intervention, extension, support service in social/emotional, speech, IEP goals and objectives, enrichment lessons)**
- **Block schedule** - Students attend 3 classes per day, rotating Blue and Gold days. Ten minute break between classes for disinfecting of classrooms and a student break
- Elective classes remain as offerings. (Music and PE classes will adjust curriculum as needed to accommodate inside instruction - hold classes outdoor weather permitting)
- **Tier 2 and Tier 3 support:** Students may attend a group Google Meets session during virtual hour to receive extra support and intervention with the classroom teacher. Tier 3 staff may meet with the students one on one during virtual hour to provide support in a designated area.
- **Breakfast:** Students eat breakfast in classrooms.
- **Lunch:** Student lunches will be provided at various locations for grab and go when leaving the building.

## **9. Food Service**

#### **District and Building Implementation Plan:**

- All students will eat breakfast in their rooms.
- Students requesting lunch will be provided a sack lunch to take home when school is dismissed. Several locations will be utilized for this to keep students socially distanced when picking lunch up.
- Serving and cafeteria staff will be encouraged to use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and food service staff should wash hands before and after every meal.
- Markings will be put on the floor to designate six foot distancing as students wait in the food service line.
- All cafeteria workers will be encouraged to wear masks, face shields and gloves when handling food items. They will wash their hands before and after all food service according to CDC guidance. Visual guidance will be posted in the kitchen and by every sink to encourage the correct procedure for hand washing.

## 10. Gatherings & Extra-Curricular Activities

### District and Building Implementation Plan:

- Indoor assemblies that bring together students from more than one classroom will be prohibited.
- Students, teachers, and staff should wash hands before and after every event.
- Large scale assemblies of more than 50 students are suspended.
- Off-site field trips that require bus transportation to an indoor location are suspended.
- Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students will be required to wear facial coverings.
- School staff are encouraged to take students outside for short, supervised breaks to remove facial coverings. These breaks must be supervised and all students and staff are to remain at least 6 feet apart and must sanitizer when re-entering the building.
- If possible, schools should offer telecasting of assemblies and other school-sanctioned events.
- Extracurricular activities may continue with the use of facial coverings.
- All essential presentations will be done by remote monitors in the classrooms or by staff entering the room to share the needed information.
- The elementary will have a staggered recess scheduled limiting the number of students on the playground at one time. Playground monitors will be asked to move around the playground separating students congregating in groups of more than 4. Face masks will be worn at all times on the playground unless the individual is medically unable. Students will use hand sanitizer before entering the building.
- All field trips are suspended, this will be reviewed as we move to Phase 5.
- All extracurricular activities will require face covering. School dances and events over 50 students will be temporarily discontinued and will be evaluated as we move to the next phase.
- All social distancing requirements will be in place, so events will be outside or in large ventilated areas.

## 11. Mental & Social-Emotional Health

### District and Building Implementation Plan:

School staff will routinely check on the mental health and well-being of all students. Using our current “mental health check-in system”, staff will check on students daily. Staff will receive guidelines for identification and rapid referral of at-risk students to appropriate building-level support personnel.

Counseling and mental health staff will implement a mental health screening for all students. The screening tool we use is compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.

Data from these screeners are part of our Student Support System through our MTSS process and informs our implementation of SEL learning/curriculum and formative assessment ([free google form](#)). We believe that SEL should be an integrated component of our instructional and wellness approach as

supported by the Yale Center for Emotional Intelligence.

Staff will be provided with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma. Protocols for the identification of at-risk students will be developed and shared with all staff. All staff will understand the protocol for referring students for additional support.

Each building will designate a point person to centralize mental health referrals, communications to families/ students, and public-facing wellness materials. The district will designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.

Mason Consolidated Schools will modify the district's crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of students, loss of a school staff member) to align with current pandemic circumstances.

The mental health team will compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.

The mental health team will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).

In order to ensure that staff are safe both physically and mentally, they will be screened.

The mental health team will communicate with parents and guardians, via a variety of channels, return to school transition information including:

- Destigmatization of COVID-19;
- Understanding normal behavioral response to crises;
- General best practices of talking through trauma with children; and
- Positive self-care strategies that promote health and wellness.

### **Resources To Support The School Community**

The Mason Consolidated School District will compile and regularly update comprehensive lists of wellness resources available to our school community that can be provided in conjunction with screening activities, and that reference school and community wellness resources. These will be placed on our website so that everyone has quick and easy access to them.

We will provide regular communication to our school community and parents, *via* a variety of channels: district website, social media channels, and Honeywell communication system. It is important that we provide information about the return to school transition that destigmatizes COVID-19; understanding normal behavioral response to crises; general best practices of talking through trauma with children; and positive self-care strategies that promote health and wellness.

We will maintain a wellness resource page on our website. Our district mental health team will create and cultivate content in collaboration with community agencies to ensure the list is comprehensive.

Here are some resources from other school districts we will use as we design our website:

- Staff Mental Health Resources
- MDE COVID-19 Social and Emotional Learning Resources

- Building Positive Conditions for Learning at Home

**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.**

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*.

1. All strongly recommended hygiene protocols will remain in place..
2. All strongly recommended screening protocols will remain in place.
3. All strongly recommended safety protocols will remain in place.
4. All strongly recommended cleaning protocols will remain in place.
5. All strongly recommended bussing and transportation cleaning protocols will remain in place.

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 staff and students in grades PK-12 will be strongly encouraged, but not required to wear masks.

**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**.**

In some classrooms and building locations, the District will exclude the strongly recommended protocol of spacing desks six feet apart. Best efforts will be made to follow this recommendation in all areas, but certain areas and furniture may prevent this from happening at all times in all locations. Alternatively, the District has required the following:

1. All unnecessary furniture and belongings will be removed from all locations. Therefore, maximizing space available.
2. Students will be facing the same direction in classrooms.
3. Limited passing time will be planned, with staggered release times for grade levels.
4. All staff will be utilized while students are on campus. This will maximize the number of classrooms available for students and reduce the number of students in classrooms each hour

## 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: Kelli Tuller, Superintendent**

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

**Date Submitted to State Superintendent and State Treasurer:**