



Public Schools of Petoskey
Every Opportunity.

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised

Name of District: Public Schools of Petoskey

Address of District: 1130 Howard Street, Petoskey, MI 49770

District Code Number: 24070

Web Address of the District: www.petoskeyschools.org

Name of Intermediate School District: Char Em ISD

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.

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) and 504 plans.
- ✓ 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 will also maintain this policy while in **Phase 5**.
- ✓ 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.

District and Building Implementation Plans for Phases 1, 2, or 3

Governance

- The district has convened a Return to School task force for Phase 3 made up of parents, teachers, and administrators.
- The district has gathered feedback from families, teachers, students, and school leaders about their experiences with remote learning through surveys, conversations, and meetings.
- The district is revising its Remote Learning Plan from the spring to include a fully online component, which will include more rigorous assignments, assessments, and participation requirements - all of which were recommendations we have heard from stakeholders.
- In case the district needs to revert to Phase 3 and a return to distance learning, the new online plan will take effect, enabling a more seamless transition. This plan will be communicated through School Messenger and on our district website prior to the start of school.

Instruction

- The Public Schools of Petoskey plans to utilize the **Accelerate** Online Learning Platform as the primary mode of instruction in Phase 1, 2, or 3.
- The District has recently purchased enough devices to provide a 1:1 device to each student (Lenovo laptops for grades K-5, Chromebooks for grades 6-12). A parent survey revealed that approximately 90% of our student population has access to reliable, high-speed internet with which they can access the **Accelerate** learning platform.
- The District has purchased additional WiFi hotspots to be deployed as needed to help assist students and families to access the online learning program. Additionally, paper and pencil packets are available and will be delivered to families who cannot access the internet from home, even with a District-provided hotspot.
- For students with technology access, content will be delivered through the online curriculum, **Accelerate**. Teachers will be available for synchronous instruction (up to 4 hours per day) and asynchronous instruction through the use of lessons and materials provided in the online

Accelerate curriculum multiple times per week.

- Teachers will regularly track student progress related to participation, work completion and quality, and will connect with students and / or their parents to promote active engagement and a high quality learning experience.
- For those students without internet access, and for whom a WiFi hotspot cannot provide them with an internet connection because of their geographic location, the district will provide packets of hard copy learning materials. These packets will be collected each week during meal distribution or at drop off locations located at each building. These students will be supported in their learning by teachers utilizing phone contacts, virtual meeting, or email on a regular basis. Feedback will include differentiated work as needed, along with examples to support student learning.
- For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. **Accelerate**). 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.
- District and classroom formative and summative assessments will be administered to students within the first marking period of the school year.
- IEPs and 504 plans will be reviewed to address any additional support that students may need to have access to a FAPE. Services provided through these plans will be individualized and may include (but not be limited to) the following: one-on-one skill instruction, accommodations, small groups, co-teaching models. These services will be provided in the mode in which students are able to access.
- Interventions will be provided using differentiation in Accelerate and supplemental curriculum and assessment resources in alignment with the Canvas platform.
- Once the plan is released and posted to our website, parents and staff members will be given the opportunity to pose questions and submit concerns via a district-generated survey. The survey questions and concerns will be reviewed by the district Return to School team and the concerns, questions, and ideas generated by parents and staff will be considered for potential modifications to the plan or for future communication.
- For students scheduled in dual enrollment courses, they will follow expectations of the college for coursework.
- For students enrolled in CTE programs, the district will ensure the student has the necessary resources to participate in the course.
- 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. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family.
- Additional support agencies may be sought to make these connections (Alcona Behavioral Health, DHHS, ISD supports etc.)
- Expectations, training, and supports will be provided for parents and students to access Canvas.

Communication and Family Supports

- Behavioral and mental health staff will administer student mental health screenings that are in compliance with HIPAA and FERPA policies.
- The learning plan will be communicated through our School Messenger 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 social media (Twitter / Facebook) pages.
- A Frequently Asked Questions (FAQ) document will be posted on the district's Return to School web page beginning August 19 and will continue to be updated as additional questions are received, or as additional or clarifying information becomes available to address those questions or concerns.
- Teachers / Staff are expected to make contact with their students on a weekly basis.
- 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, mental and social emotional health staff (school counselor, Alcona Behavioral Health, ISD supports) will reach out to individual students and families to determine what they may need. They will help connect the family to outside agencies, if needed, to help meet their needs.
- Additionally, the principal will hold weekly virtual communication with the Student Support Network, or the like, and other key staff to identify any additional students or families in need.
- The district will maintain a mental health hotline as a resource for families, students and staff. Community resources will also be engaged to address mental health needs.
- Communication will be provided to parents regarding the destigmatization of COVID-19, behavioral responses, and trauma and self-care practices.

Professional Learning

- Staff will be provided resources and/or professional development to address social and emotional learning, diversity and equity, and self-care.
- Staff will receive professional development on the Canvas learning management system and the Accelerate curriculum.
- The district will utilize professional learning communities to ensure there is horizontal and vertical alignment among curriculum resources.
- District has developed a comprehensive crisis management plan that will be communicated to staff at the building level.

Monitoring

- The District has recently purchased enough devices to provide a 1:1 device to each student (Lenovo laptops for grades K-5, Chromebooks for grades 6-12). A parent survey revealed that approximately 90% of our student population has access to reliable, high-speed internet with which they can access the **Accelerate** learning platform.
- The District has purchased additional WiFi hotspots to be deployed as needed to help assist

students and families to access the online learning program. Additionally, paper and pencil packets are available and will be delivered to families who cannot access the internet from home, even with a District-provided hotspot.

- In addition to monitoring progress on academic tasks, teachers will monitor attendance and assess the social-emotional 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.
- Another platform that we will be using is Bark, an online student email screener, that identifies any language in emails related to violence, self-harm, drugs, etc. If an email is flagged, the building principal will follow up within 24 hours, documenting the outcome identifying if further action is needed. If further action is needed, steps and outcomes will be outlined in PowerSchool.
- Additionally, the principal will hold weekly virtual communication with the Student Support Network, or the like, and other key staff to identify any additional students or families in need.
- Student progress in the curriculum will be recorded using traditional letter grades at the secondary level and in proficiency levels at the elementary level. These grades will be recorded in the district platform.
- If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. Teachers 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. 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.

Food Service

- The district is collaborating with food service provider, Chartwells, to make appropriate changes to food handling or delivery and to ensure that the procedures utilized follow all local public health guidance and directives.
- Food will be delivered to remote pickup locations.

Facilities, technology, budget, enrollment and staffing components for Phase 3 will mirror the components outlined in Phases 4 and 5 below.

District and Building Implementation Plan for Phases 4 and 5

- B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4 or 5** 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.

Face Coverings

- All students and staff will be required to wear a mask on school grounds and on busses, except for individuals that provide medical documentation by a licensed physician that they are unable to tolerate a mask.
- Students without medical documentation who refuse to wear a mask 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 PowerSchool.
- Individuals (staff or students) who claim medical exemption will need to meet with the Principal to provide rationale and documentation.
- Students showing patterns of non-compliance with the mask or social distancing requirement 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. Continue removals from the school building will result in permanent placement into remote instruction.
- Masks must be worn by K-12 students and staff in hallways and common areas in the building except for during meals.
- 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.
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school.
- 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 Aug. 30)
- Parents will be encouraged to provide masks for their student(s). Cloth masks will need to be laundered after each use. Disposable masks will need to be disposed of after one day of use.
- For students without masks, the district will provide a mask for them. These district provided masks may be either cloth or disposable.
- Principals will maintain an updated list of students in their building requiring district provided masks and communicate that information to the central office to ensure accurate ordering and ongoing supply necessary to address student and building needs.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and will receive progressive discipline for insubordination.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a mask upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator.
- Instances of uncertainty about individuals not wearing face coverings 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).

Hygiene

- Every classroom will be supplied with a fixed or portable hand sanitizing station.
- Hand sanitizer supplied will be at least 60% alcohol for safe use by staff and students.
- Signs will be posted near all hand washing and hand sanitation stations that reinforce proper handwashing techniques.
- Supplies (paper towels, 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 and the building custodial staff will replenish the supplies.
- Each building will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, and the like. It will include
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Teachers and building principals will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - 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
- Staff will also receive training on mitigation strategies of how to cough and sneeze into their elbows, or to cover with a tissue, followed immediately by washing hands using proper hand washing techniques.
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, email communication, and School Messenger text messages and emails. Parents and caregivers will be asked to review and reinforce with their children.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues by August 20, November 20, February 20, May 20, and as needed to meet demand throughout the school year.
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 30
 - Monitor hygiene supplies and refill as needed
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 20
 - Clean classrooms every day with EPA approved disinfectant
- Sharing school supplies will be limited, and each student will have their own supply container 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.
- Teachers will inform custodial staff if hygiene materials are needed.
- Student desks will be kept apart in classrooms to the greatest extent feasible.
- Individual desks will be utilized for students when possible. When tables are necessary, students will be spaced as far apart as possible. Additional furniture and materials will be removed from all classrooms to maximize available floor space for distancing between students and staff.
- Desks and tables will be arranged in classrooms to be facing in the same direction.

- Family members or other guests will not be allowed in the school buildings except under extenuating circumstances and with approval of the building principal and / or district personnel.
- Building specific plans will be implemented to ensure personal student items are kept separate.
- Any guests admitted to school buildings will be screened for symptoms, wear a mask, and wash / sanitize hands prior to entry. Building secretaries will keep detailed records of all visitors to the building including name, date, time, and results of screening.
- Signage will be posted to reinforce social distancing.
- Floor tape, signs, paint, and other methods will be utilized to reinforce social distancing in lines, or in other high concentration areas for staff and students.
- Signage will be posted in all restrooms to reinforce proper social distancing and hand hygiene techniques.
- While possible due to weather, classroom windows will remain open to promote circulation and infusion of fresh air into the classroom. Special considerations will be made for students with allergy-induced asthma, for whom having the windows open may constitute a health risk.
- Schools will cohort groups of students to the greatest extent possible to help limit the possibility of spread of the virus and to assist in contact tracing, should there be an exposure.
- In the elementary buildings, Essentials classes (art, music, gym, library) should be scheduled to avoid cohorts passing each other in hallways, or being in a shared space unnecessarily.
- Efforts will be made to stagger hallway movements whenever possible to minimize the number of individuals in hallways at any one time.
- Signage reinforcing social distancing will be posted in hallways. Staff will supervise hallways during passing times, arrival, and dismissal to verbally reinforce proper distancing of students and staff.
- Staff will monitor arrival and dismissal to discourage congregating and to encourage students to move directly from their mode of transportation to the classroom and vice-versa.
- Physical education classes will be held outside whenever possible and with six feet of social distancing to the extent feasible.

3. Cleaning

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

Cleaning

- 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 by August 15.
- 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 closed 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 mask and face shield when cleaning.
- 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 lead 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 7:00 a.m., 10:00 a.m. 1:00 p.m, 4:00 p.m and following any evening activities in the building. Custodians will note the time and date and initials on a chart that is kept daily.
- 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 of record for the area will wipe down all frequently used materials after each class has exited with EPA/ COVID-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students desks everytime students exit the room at the elementary or after every period at the secondary level with EPA / COVID-approved disinfectant. All classrooms will have the appropriate EPA / COVID-approved disinfectant in their rooms.
- Playground equipment will be cleaned weekly, following CDC guidelines.
- 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.

4. Athletics

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

Athletics/Extracurriculars

- The district will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Athletes, coaches, and staff must use proper hand hygiene techniques before and after every practice, event, or gathering.
- Athletes, coaches, and staff must submit to a health screening questionnaire and have their temperature taken prior to any practice or event.
- All equipment must be disinfected before and after use, as well as in between various groups
- Inter-school competitions may be held, provided that facial coverings are worn if school transportation is provided to those competitions.
- Buses must be disinfected and cleaned before and after every use, as detailed in the “Busing and Student Transportation” section of this document.
- Spectator guidelines will follow current executive orders.
- The Athletic Director and coaches will pay special attention to entry and exit points to minimize crowding and congestion should spectators be allowed at events.
- Each participant must use a clearly marked water bottle for individual use. There will be no sharing of water bottles allowed, nor any use of a common drinking facility, such as a water buffalo.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended in Phase 4, but allowed in Phase 5 with appropriate use of cleaning, distancing, and masking.
- Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended.
- Large scale outdoor spectator or stadium events are limited, based on current Executive

Orders, MHSAA Regulations, and other guidelines.

- For any non-athletic extracurricular activities and events, Executive Orders and MHSAA guidelines will apply.

5. Screening

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

Screening

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.
- The district will fully cooperate with the Health Department of Northwest Michigan regarding implementation of screening protocols for students and staff.
- Each school building will identify a remote and secluded room to serve as an isolation area and will identify a staff person to care for students who become ill and present with COVID-19 symptoms at school.
- Persons caring for students in the isolation area will be equipped with an N95 mask or other necessary PPE.
- A safety protocol will be posted and readily available for staff who are responsible for supervising students who need to access the isolation area.
- Students who become ill and are placed in an isolation room will be issued a mask to wear if their current mask has become unusable until they are picked up and removed from campus, unless they are medically unable to tolerate the wearing of a mask.
- Custodians will clean and disinfect the isolation room before and after each use, following CDC cleaning guidelines and using EPA Approved cleaning products.
- Staff who become ill with COVID-19 symptoms will be sent home or to the appropriate medical or testing facility. They will wear a mask until such time as they are off campus. Follow CDC and local health department guidance prior to return. Sub plans will be outlined to follow Accelerate.
- Any student who is sent home from school with COVID-19-like symptoms should be kept home until they have completely recovered according to CDC guidelines and local health department guidance.
- Students with seasonal allergies, asthma, exercise-induced asthma, or other medical conditions mimicking COVID-19 should disclose that diagnostic information to their school principal prior to the start of school. Principals will work closely with students and parents in these situations to ensure health and safety, as well as continuity of learning opportunities.
 - The above conditions will be indicated in PowerSchool.
- Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory symptoms, or have a temperature of 100.4 or higher, they should stay home. Follow guidelines from Health Department or primary care physician.
- Parents are encouraged to check their child's temperature at home every morning. Students with a temperature of 100.4 or higher should stay home. Follow guidelines from Health Department or primary care physician.
- Parents are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough, sore throat, severe headache, diarrhea, or shortness of breath, should prompt the family to keep the student home from school and follow up with

their primary care provider.

6. Testing

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

Testing

- The district will cooperate with the Health Department of Northwest Michigan regarding implementation of screening and testing protocols for students and staff.
- Symptomatic students and staff will need to follow all CDC and Health Department guidelines before returning to the school.
- In identifying any possible staff or student cases of COVID-19, the Health Department of Northwest Michigan, staff, students, and families will be notified immediately by the district. This notification will be made while maintaining confidentiality consistent with the Americans with Disabilities act (ADA) and other applicable federal and state privacy laws.
- In the event of any laboratory positive or clinically diagnosed case of COVID-19, the Health Department of Northwest Michigan will initiate contact tracing. Anyone who was within close contact of the case (as identified above) will be asked to self-quarantine for up to 14 days after exposure.
- Staff will be provided with guidance and training regarding confidentiality laws and statutes protecting student and staff privacy related to health information.
- The district will not release the names of any staff who was diagnosed with COVID-19, as this is protected health information. The school district will only acknowledge a positive case and discourages parents and community members from engaging in discussions related to the identity of the individual(s) diagnosed with COVID-19.
- Staff who have been confirmed with a case of COVID-19 will return to the workplace only after they are no longer infectious. Local health officials will provide instruction about their return to work, using up to date CDC guidelines for this determination.
- Classrooms, buses, and common areas that were inhabited by an individual with a confirmed case of COVID-19 will be cleaned using proper cleaners, by custodial staff equipped with proper PPE. Smaller areas, whenever possible, will be closed for 24 hours before allowing staff or students to return to the area.

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, 36).

Busing and Student Transportation

- The district will work closely with its transportation provider, Johnson's Buses, to ensure that all health and safety measures are carried out.
- Hand sanitizer (of at least 60% alcohol) will be provided on each bus. The use of hand sanitizer upon entry to the bus is required for the driver, as well as for each student.
- All students, staff, and bus drivers will wear masks at all times while on the bus, unless it jeopardizes bus driver safety, or unless someone is medically unable to tolerate the wearing of a mask. Decisions about how to handle these instances on school buses will be made by building and district administration, in conjunction with our transportation provider and the

Health Department of Northwest Michigan, on a case-by-case basis.

- Buses will be cleaned and disinfected before and after each route. Johnson's buses will use EPA-approved cleaning agents and techniques.
- Students will be using assigned seating, sitting with siblings as feasible
- Students who display symptoms as outlined by health department guidelines during the day will not be allowed to utilize bus transportation home at the end of the day. Principals will contact parents or other emergency contacts and arrange for pick up at the school.
- Bus windows will remain open to promote air circulation, whenever possible, to reduce the spread of the virus.
- Utilizing a new routing software, Johnson's buses will attempt to level passenger numbers in order to provide for maximum spacing for students on each bus run.
- The district will provide bus drivers with materials, supplies, and procedures necessary to follow the health and safety procedures outlined in the return to school plan.
- Principals and Johnson's Buses will continue close collaboration related to student riding needs, changes in IEP or 504 plans, or any other support plans that may be in place.

8. Medically Vulnerable Students and Staff

Please describe how you will implement the **strongly recommended / recommended** for medically vulnerable student and staff protocols from the *Return to School Roadmap* (p. 28).

Medically Vulnerable Students and Staff

- The district's Special Education Director / 504 Coordinator will review all plans for accommodating students with healthcare needs.
- Through conversations and planning with parents / guardians / students, care plans will be updated as needed to decrease risk for exposure to COVID-19.
- A fully online enrollment option is available to all students, including those who may wish to learn from home during the COVID-19 pandemic.
- Principals have engaged each staff member in conversations regarding their health status and encouraged staff to self-identify as high risk for severe illness due to COVID-19.
- The district will provide a method for parents / students to identify as high-risk for severe illness due to COVID-19 and will work to address requests for alternative learning arrangements or work assignments.
- Any staff working with students who require an aerosolized procedure will be issued N95 masks.
- Staff who are at high-risk for severe illness will be offered, whenever possible, the opportunity to teach on-line.
- For those staff who are unable to be granted an on-line teaching assignment, principals will work with them to adjust and modify their tasks and work environment to limit exposure risk.
- The district is committed to continuing to work with the Petoskey Education Association and PESPA to meaningfully engage and consult with these bargaining units around the topic of employee health and safety. Members of both associations have participated in the development of the back to school plan.
- Counseling staff will implement a mental health screening tool for all students and will develop supports and resources to meet those identified needs, either on an individual or group basis, or through referral to outside agencies for the needed support.
- Counseling staff will provide training in early identification of mental health needs among students.

- A process will be led by each building principal to address emergent mental health needs and to ensure that resources and services are deployed to the individuals or students in need of assistance.
- The district is involved in collaboration with the Health Department of Northwest Michigan for training of staff and students in Mindfulness techniques.
- District and building crisis teams will continue to meet to improve efficiency of response to crisis related events.
- Human resources staff will compile resources available to our staff regarding self-care, mental health, and resiliency strategies.
- The district will communicate with parents and guardians regarding:
 - the de-stigmatization of COVID-19
 - Understanding normal behavioral response to crises
 - General best practices of talking through trauma with children
 - Positive self-care strategies that promote health and wellness

9. Governance

Please describe how you will implement the **strongly recommended** for governance protocols from the *Return to School Roadmap* (p. 30).

Governance

- The district has convened a Return to School task force for Phases 4 and 5, made up of parents, teachers, administrators, community members, and board of education trustees.
- The district has gathered feedback from families, teachers, students, and school leaders about their experiences with remote learning through surveys, conversations, and meetings.
- In case the district needs to revert to Phase 3 and a return to distance learning, the new online plan will take effect, enabling a more seamless transition. This plan will be communicated through School Messenger and on our district website prior to the start of school.

10. Instruction

Please describe how you will implement the **strongly recommended** for Instruction protocols from the *Return to School Roadmap* (p. 30, 32).

Instruction

- The district will purchase *Accelerate* online learning licenses for all students prior to the start of the 2020-2021 school year.
- All physical education classes, K-12, will continue for the 2020-21 school year, following MHSAA guidelines, and taking place outside and with social distancing as possible.
- Students who elect to enroll in our fully online option will continue with that program, under the supervision and direction of a PSP certified teacher, regardless of the Phase the district is in as it relates to the Return to School Roadmap.
- Students in the in-person enrollment classification will attend school on our regular school schedule, Monday through Friday.
- Teachers will utilize *Accelerate* as their core curriculum K-12 for in-person students as well. Doing so will enable our district to quickly pivot to distance learning, should a student or class

need to quarantine, or if a building or the district needs to close temporarily or for a longer period of time due to COVID-19.

- Accelerate provides our students with high quality, standards-aligned curriculum in every subject.
- District determined formative and summative classroom assessments will be utilized to measure student understanding of grade level proficiencies.
- Professional learning opportunities will be available for all staff in the weeks leading up to the school year and during PLC meetings. These professional learning opportunities will include:
 - How to access and navigate the *Accelerate* platform in Canvas
 - Expectations regarding the use of *Accelerate*
 - Record keeping
 - Differentiated supports
 - Engagement with online learners
 - Social-emotional learning and monitoring for mental health related issues
 - Guidelines around daily instruction time and workload per grade level, both in and outside of the classroom setting
- IEPs and 504 plans will be revised as necessary, through collaboration between general education teachers, special education teachers, students, and parents. Services and support to students through those plans will be adjusted accordingly.
- Students in grades 6-12 will be issued a Chromebook device and students in K-5 will receive a laptop on which they can access the curriculum from in school (during in-person instruction) or remotely (during distance instruction)
- The technology department will gather information regarding connectivity for students and will prepare wifi hotspots to deploy to students who do not have access to the internet at home.
- Teachers will monitor student attendance and participation during in-person and distance learning modes.
- Teachers will monitor the quality of student work and will provide feedback. Opportunities for student self-assessment will be strongly encouraged.

11. Communications & Family Supports

Please describe how you will implement the **strongly recommended** for Communications & Family Supports protocols from the *Return to School Roadmap* (p. 31).

Communications and Family Supports

- Information related to the return to school will be distributed via School Messenger, emails, Video messages, and will be posted to the Return to School page on the District's website. Weekly press releases regarding return to school updates will also be submitted to the Petoskey News Review.
- Plans for each of the different school opening scenarios will be communicated to all stakeholders via the methods described above.
- Behavioral and mental health staff will administer student mental health screenings that are in compliance with HIPAA and FERPA policies.
- A Frequently Asked Questions (FAQ) document will be posted on the district's Return to School web page beginning August 19 and will continue to be updated as additional questions are received, or as additional or clarifying information becomes available to address those

questions or concerns.

- Additional training resources will be shared with parents regarding how to access and utilize digital tools, what to expect with the Accelerate program when both in and out of school, opportunities for parents and students to work to build their digital literacy, and additional support strategies will be provided to assist parents in helping their children access and support their learning at home (whether we are in-person, or in distance learning model).

12. Professional Learning

Please describe how you will implement the **strongly recommended** for Professional learning protocols from the *Return to School Roadmap* (p. 31).

Professional Learning

- Time will be provided for teachers in voluntary Zoom meetings prior to the start of school and the first days back for professional learning which will afford them the opportunity to engage in intentional curriculum planning.
- A system will be utilized to allow teachers to relay critical information to this year's teachers regarding students who struggled last year, or those who did not participate in the Remote Learning Plan we launched in April.
- Data teams will convene to identify students who are at risk both academically and non-academically and develop plans to provide needed support and follow up.
- Principals will work to provide ongoing teacher professional learning around equity, implicit bias, social-emotional learning, and culturally responsive education.
- Training and professional learning for teachers to engage learners with Accelerate and in the classroom will be provided in an ongoing manner.
- Professional learning will be provided to differentiate using the Accelerate platform, both during in-person and distance learning delivery modes.

13. Facilities

Please describe how you will implement the **strongly recommended** for Facilities protocols from the *Return to School Roadmap* (p. 33).

Facilities

- The district has conducted an assessment of necessary materials and supply chain for cleaning and disinfection supplies.
- Guidance and training for school cleaning and disinfection has been provided to the district's maintenance and custodial staff.
- Custodial staff will develop plans to clean frequently touched surfaces multiple times daily.
- The district will continue to monitor the CDC and OSHA communications for any updated guidance on cleaning protocols.
- School buildings have been toured by principals and central office staff and cleaning plans have been created and distributed for each site to the lead custodian and principal.
- School audits have been conducted and assessed for the following information:
 - the number of available classrooms and teaching spaces
 - the size of each classroom
 - ventilation in each classroom

- additional spaces available
- HVAC systems have been checked in each building and classroom to ensure they are operating efficiently.
- Air filters have been changed and will be checked monthly, and replaced regularly, in accordance with the PSP preventative maintenance plan.
- Custodial staff have received appropriate safety equipment and will use it when cleaning or conducting any other necessary maintenance to ensure their safety.
- School cleaning and disinfection protocols utilized will follow CDC recommendations.
- School buildings have been cleaned and maintained in preparation for in-school instruction in September.
- The district will adhere to legal requirements in regards to safety drills while following hygiene and social distancing requirements to the extent feasible.

14. Budget, Food Service, Enrollment, and Staffing

Please describe how you will implement the **strongly recommended** for Budget, food service, enrollment, and staffing protocols from the *Return to School Roadmap* (p. 34).

Budget, Food Service, Enrollment, and Staffing

- Walkthroughs of each school have been conducted to assist in the development of arrival and dismissal protocols.
- An enrollment survey will be sent to parents on August 3 to determine the number of students returning for in-person instruction, those choosing the online delivery method, those not returning at all, and those who will be utilizing district provided transportation.
- The district will continue to work with local bargaining units to assess how job responsibilities may shift in light of COVID-19 and how new or additional responsibilities will be accounted for.
- The district will continue to consider redeployment of underutilized staff to support core needs.
- When possible, high-risk staff will be assigned to provide remote services, in cooperation with local bargaining units.
- The district will communicate changes in attendance or enrollment policies to staff, students, and families through multiple methods. These changes will also be reflected in the Student Handbooks
- The district will continue to update all relevant stakeholders with back to school communications which will include updates across all policies and procedures.
- Building principals will be regularly updated on the status of the district's budget and any associated resource or staffing constraints.
- District and building staff will work together to develop programs and resources to help orient staff to new operational changes.
- The district is collaborating with food service provider, Chartwells, to make appropriate changes to food handling or delivery and to ensure that the procedures utilized follow all local public health guidance and directives.
- Breakfast will be pre-packaged, picked up in the cafeteria, and consumed in the classroom.
- Students ordering a school lunch will be provided with a USDA qualified lunch, which will be consumed and in alternate locations that best accommodate supervision and spacing needs.
- Food service staff will wear masks and gloves when preparing student meals.

15. Technology

Please describe how you will implement the **strongly recommended** for Technology protocols from the *Return to School Roadmap* (p. 35).

Technology

- The technology department has conducted a survey to collect information about the numbers and types of devices used in homes to support remote learning.
- The district has technology teacher contacts at various grade levels to communicate with the district technology team. The district will continue to search out and grow additional building and / or District technology leaders.
- The district technology team will assist the technology and curriculum departments in conducting training and support for teachers to adapt remote learning for the classroom.
- Content and documents created by district technology leaders to help support educators, students, and parents will be posted to the district's Technology and Return to School 2020-2021 webpages.
- The Technology department will work with building principals to identify parents who may be interested in serving as parent technology liaisons to other parents to assist them in supporting the use of 1:1 devices and digital learning.
- Elementary students will have access daily to laptop devices. If the need to shift to distance learning becomes a reality, K-5 students will be issued a device to access curriculum from home.
- Chromebooks and Lenovos are asset tagged and logged in the district's Destiny system.
- A device return schedule and protocol will be published and communicated by the Technology department.
- The Technology department will follow health and safety procedures when collecting and repairing devices.
- Backup devices have been purchased and can be redeployed quickly to minimize downtime for students and staff whose device is in need of repair.
- The Technology Department will test every WiFi access point in the district and will make necessary repairs, upgrades, or improvements to the infrastructure prior to the start of the 2020-2021 school year.
- The Technology Department will develop and communicate a technology support plan to staff, students, and families, including methods of support in either in-person, online, or distance learning.
- If in-person instruction needs to cease and the move to distance learning needs to be made, K-5 students will be issued a laptop. 6-12 students will take their 1:1 Chromebook device home with them.
- The technology department will review issue tracking and inventory results frequently as a way of understanding the quality and technology processes in the district.
- Infrastructure evaluations will continue by the Technology Department until all systemic issues are resolved.
- The technology department will review common / chronic technology issues from the closure last spring and will make necessary adjustments for the start of the 2020-2021 school year.
- The technology department will issue regular communications to all PSP employees regarding device tips and tricks, common issues and solutions, updates, and other pertinent information.