

COVID-19 Preparedness and Response Plan

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(Executive Order 2020-142 District Preparedness Plan Template)

Name of District: **Holland Public Schools**

Address of District: **320 W. 24th Street Holland, MI 29423**

District Code Number: **70020**

Web Address of the District: **www.hollandpublicschools.org**

Name of Intermediate School District: **Ottawa Area Intermediate School District**

Name of Authorizing Body (if applicable): **Holland Public Board of Education**

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.

Continuity of Learning Plan/Remote Instruction: The District’s Continuity of Learning Plan dated April 8, 2020 has been updated to reflect intended use in the 2020-2021 academic year. This plan can be reviewed on the District’s website at <https://www.hollandpublicschools.org/return-to-learn/>.

This plan outlines the process and procedures that will be utilized if the District is in Phase 1-3 as defined by the MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap. A highlighted version of what Holland Public Schools will be doing for Phase 1-3 for each of the areas of safety, mental & social-emotional wellbeing, instruction, and operations is posted on our district website at the before-mentioned address.

Governance:

Our district’s Return to Learn Roadmap will be led by the District Return to Learn Team

- Superintendent
- Associate Superintendents
- Building Principals
- PreK-12 teacher representatives from each building and grade levels
- Support Staff representatives
- Special Education Staff
- Union Representatives
- Board of Education representatives
- Parent/Student Representatives
- Local community representatives
- Health Officials

Subgroups have been formed to address specific areas of the plan (spring/summer

learning, parent communication/feedback, hybrid instructional models, building use/safety, and budget) and will meet as determined throughout the school year to monitor and benchmark student achievement, participation, attendance, health, safety protocols, resources, and survey data.

- 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:

Instruction:

Nearly 100 stakeholders have been engaged in developing a Return to Learn Plan for Holland Public Schools since March, 2020. This has included the Governance Team defined prior with representatives across the community. Examples of communication, townhall meetings, powerpoint presentations of the plans themselves and processes are available for review on the District's website at <https://www.hollandpublicschools.org/return-to-learn/>

The final result of this work was parents selecting an option for each child for the 2020-2021 school year.

Option 1: In person face-to-face instruction

- Elementary Highlights
 - Students will be cohorted and stay with their respective classes throughout the day
 - Breakfast/lunch will be served in the classroom
 - Face Masks Required with Sensory Breaks
 - Specialist teachers will provide instruction in the classroom or outside
- Secondary Highlights
 - Students will be cohorted in a block schedule instructional model utilizing a Monday/Tuesday, alternating Wednesday, Thursday/Friday Schedule
 - Breakfast/lunch will be served in the classroom
 - Face Masks Required with Sensory Breaks

Option 2: Virtual online instruction

- Elementary Highlights
 - Students will be assigned to a grade level cohort and receive remote instruction by a certified grade level teacher. This will include both synchronous and asynchronous learning utilizing Google Classroom as the District's LMS.
 - Students in the TWBI program will be assigned to a multi-age classroom (K-2) (3-5) utilizing both synchronous and asynchronous learning and complements of and online learning platform of Odysseyware in grades 3-5.
- Secondary Highlights
 - Students will develop an EDP with their parent for consent for online instruction via a combination of Michigan Virtual High School and Odysseyware courses, assessment of their readiness, and review of expectations under current board policy.
 - A teacher of record and/or mentor will be assigned to each student for performance review, completion of required tasks, ongoing two-way

communication, and ongoing progress monitoring/grading of work, assignment of assessments etc.

- The District will provide for the costs, tuition, associated fees and provide technology for participation in online learning.
- Students will be assigned to and be expected to follow and complete a full time schedule for semester 1/2 based upon the number of classes offered at the middle and high school respectively.
- Students may be denied enrollment in on-line learning for any of the following:
 - The district determined that the enrollment is inappropriate for a pupil who is enrolled in any of grades K-5.
 - The pupil has previously gained the credits that would be provided from the completion of the virtual course.
 - The virtual course is not capable of generating academic credit.
 - The virtual course is inconsistent with the remaining graduation requirements or career interests of the pupil.
 - The pupil has not completed the prerequisite coursework for the requested virtual course or has not demonstrated proficiency in the prerequisite course content.
 - The pupil has failed a previous virtual course in the same subject during the two most recent academic years.
 - The virtual course is of insufficient quality or rigor. A district that denies a pupil's enrollment request for this reason shall enroll the pupil in a virtual course in the same or a similar subject that the district determines is of acceptable rigor and quality.
 - The request for a virtual course enrollment was not made in the academic term, semester, trimester, or summer preceding the enrollment.
 - The course has reached capacity and the district has restricted enrollment to resident applicants.
- Parents were asked to make a decision for an 18-week period of instructional time. Students may transition from Option 1-2 or 2-1 on a case-by-case analysis and review.

Nearly 75% of the total population of Holland Public Schools completed the online registration process for selection. Of this population, nearly 80% selected Option 1 and over 20% selected Option 2. Any student that we did not receive a response from is being contacted. At this time, we are planning to enroll students in Option 1 if we do not have a response.

The district will follow recommended, strongly recommended, and required portions of the instruction Michigan Safe Start Plan that are highlighted in a Phase 1-4 handbook posted on the district website at <https://www.hollandpublicschools.org/return-to-learn/>.

Those that we are not following are highlighted in the companion document and the reasons we are not following these recommendations at this time.

A teaching and learning handbook will be provided to teachers to navigate the different phases of learning for the 2020-21 school year inclusive of teaching expectations in person/online/remote, use of Google Classroom as the Learning Management System, use of formative/summative assessments, two-way parent communication, use of PBIS models for instruction on classroom management, social-emotional learning, and safety/hygiene/cleaning protocols.

For our students enrolled in our early college high school or dual enrollment courses, we will be working with each specific college/university. Students will adhere to the respective expectations for learning and safety. We will ensure that the students have the appropriate materials and support to complete these courses. The students will be given credit or no-credit unless otherwise directed by the post-secondary institution.. For students enrolled in Careerline Tech Center programs, we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses.

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, Mental Health Coordinator, ISD supports) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

Additional Instructional Considerations:

- Students who are enrolled in Option 1 and require to be out of school due to personal illness or quarantine will participate in remote instruction.
- Students who are enrolled in Option 1 and are ill longer than five days may qualify for homebound services.
- Parents may elect to homeschool their children for the semester or academic year. In so doing, upon return, students will be assessed for proficiency and competency in the core areas to determine grade level and/or core placement.
- STAR will be used as a benchmark assessment for academic growth/proficiency for students enrolled in either Option 1 or 2.
- The District will pivot into Phase 3 or Phase 4 based upon Executive Order, individual classroom/building illness/quarantine/positive cases, availability of teaching staff/subs etc.

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:

- Face coverings must be worn by, unless identified by exemptions below:
 - staff with the exception of meals.
 - all TK-12 students at all times (including hallways, common areas and on District provided transportation), exceptions of meal and during outside sensory breaks
 - Early Childhood Special Education Students will follow the same expectations as TK-12 to the degree physically, socially, and developmentally possible
 - GSRP student participants will follow LARA standards
- Staff may also schedule face covering sensory breaks throughout the day for themselves and students in designated outside areas.

- Face coverings may be homemade or disposable level-one (basic) grade surgical masks. Face coverings must adhere to district board policy and student code of conduct dress codes
- Cloth face coverings will be provided to students and staff.
 - Each student will receive cloth face coverings and disposable face coverings when necessary for use .
- Cloth face covering with a clear area will be provided to deaf and hard of hearing students and the staff who work with them.
- Medical exemption: Students and staff are required to wear a face covering. Concerns regarding the requirement to wear a face covering may be addressed on an individual basis with the school nurse. Individuals (staff or students) who claim a medical exemption will need to provide a physician's exemption on the district "Face Covering Exemption Form."
 - Exempt individuals will be recorded in the student database, Infinite Campus under the medical tab. A list will also be provided to transportation and any necessary staff by each building's secretary.
- Student records will be utilized to determine exceptions from wearing a face covering because a student is incapacitated or unable to remove his/her face covering. Staff will follow the same method under medical exemption.
- The expectation and guidelines for wearing and caring for face coverings:
 - will be provided to all students and parents in district communications and on the district webpage with video support
 - will be provided to all district staff
- Staff will be provided one cloth face covering, upon request. An electronic request process has been established. Staff will be responsible to wash their face coverings daily.
- Disposable masks will be available on each district transportation vehicle (bus and van), each front office and in each elementary classroom. Extra boxes will also be available for replacements for elementary classrooms.
- Signage will be utilized throughout the district in prominent areas, to include but not limited to school buses, building entrances, etc. that a face covering is required to be worn.
- Washing of face coverings must be done daily and will be completed as follows:
 - Elementary: Each elementary building will wash District issued elementary face coverings. Students who leave their face covering at school to be washed will be provided a disposable one if they have not already received one that day through District transportation, if used.
 - Middle School/High School: Middle/High school parents and students will be responsible to wash their personal or District issued face coverings daily.
- Non-school employees providing direct services (substitute teachers, subcontractors, etc.) must wear a facial covering at all times. A disposable face covering will be provided if guests do not have one. Non-school employees who do not comply will be asked to leave.

- Parents who need to pick up their child should call the building's front office to coordinate a time for pick-up and follow all safety, mask, and hygiene protocols.
- Students who refuse to wear facial coverings will be sent home.

2. Hygiene

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

- Every classroom, office area, other locations which are not classrooms (i.e. libraries, offices, etc.) will be provided with spray hand sanitizer. Whenever possible, students and staff should sanitize hands whenever they enter and leave classrooms.
- Maintenance staff will provide spray hand sanitizer and will reorder, as necessary.
- Supplies (hand sanitizer, cleaning solutions, paper towels, etc.) will be checked daily and restocked when necessary.
 - Extra bottles of hand sanitizer will be available for exchange in the front office when a bottle becomes empty. A work order should be sent, from the front office, when the supply of full bottles is five or less.
 - Refills for hand sanitizer stations will be available in the front office and will be replaced by office staff when empty. These will also be checked by the district maintenance department.
- Hand sanitizer stations will be provided throughout the school. Each school will have minimally five portable stations. Fixed stations will be installed or portable stations will be used, when necessary, by the main office, each copy machine, the gymnasiums, and other locations throughout the building. Foodservice will have two hand sanitizer stations in each cafeteria or other location conducive to food delivery.
- Each classroom will have a hygiene protocol for hand-washing, cleaning of classroom supplies/materials, and furniture. Classrooms will be cleaned between each secondary class rotation.
- Teachers will use PBIS strategies to teach students the following and reinforce it throughout the day, which may be done via video:
 - proper hand washing - how and when
 - how to use hand sanitizer
 - how to cough and sneeze into their elbows, cover with a tissue, dispose of the tissue and immediately use proper hand hygiene techniques.
 - social distancing, when possible
 - proper mask wearing and removal
- Resources and literature will be made available to staff for information purposes and to assist with teaching students appropriate procedures from:
 - the CDC
 - [Promoting Healthy Hygiene Habits](#)
 - [Handwashing Resources](#)
 - [Buttons, Badges, Etc.](#)
 - [Fact Sheets](#)

- [Podcasts](#)
 - [Posters \(Students/General Public\)](#)
 - [Stickers](#)
 - [Videos](#)
- Spectrum Health
 - Prevention ([English Version](#) | [Spanish Version](#))
 - Handwashing ([English Version](#) | [Spanish Version](#))
 - Mask Guidelines ([English Version](#) | [Spanish Version](#))
 - Removing Gloves ([English Version](#) | [Spanish Version](#))
- Procedures and processes including hand washing, sneezing, mask cleaning will be communicated to parents via newsletters, the district web page, posters, videos etc.
- The District will create posters/signs related to cleaning and hygiene strategies that the maintenance staff, teachers and building staff will post throughout the building and in each room.
- Students will be encouraged to wash hands regularly (minimally every 2-3 hours) with soap and water.
- Sharing of personal items and school supplies will be limited and each student will have their own supply “box” at the elementary level.
- The use of shared-student lockers will be discouraged. If lockers must be shared, students' personal items will be separated by the use of tied plastic bags. Where lockers are not available for use, students’ personal items will be placed in plastic tied bags.

3. **Cleaning**

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

- EPA-approved disinfectant cleaner, a microfibre cloth, gloves will be available near each copy machine, front office, and other locations to include but not limited to libraries, therapy spaces, counseling offices, etc.).
 - Each staff member who cleans must wear and will be provided a face covering (if requested), gloves and a face shield.
- Maintenance staff will provide disinfectant cleaner, a microfibre cloth, gloves, to each classroom and other locations listed above.
- Face shields will be provided to each building’s front office. Each building will develop a process for distribution and tracking of face shields provided to staff.
- Supplies (hand sanitizer, cleaning solutions, paper towels, etc.) will be checked daily and restocked when necessary.
 - Replacement microfiber cloths will be located in each front office and staff should replace their cloth on a regular basis.
 - Each building will be responsible to wash the microfiber cloths.

- Extra bottles of hand sanitizer will be available for exchange in the front office when a bottle becomes empty. A work order should be sent, from the front office, when the supply of full bottles is five or less.
- Refills for hand sanitizer stations will be available in the front office and will be replaced by office staff when empty. These will also be checked by the district maintenance department.
- Classroom teachers will clean, with an [EPA-approved disinfectant](#) cleaner or a diluted bleach solution:
 - frequently touched areas in classrooms at least twice a day and
 - student desks every time students exit the room at the elementary schools and after every period at the secondary level. Secure storage will be provided for cleaning solutions, if necessary.
 - Students were age appropriate may assist with this process
- Custodial or maintenance staff will clean frequently touched surfaces including manual light switches, non-classroom door knobs, benches, bathrooms minimally every four hours throughout the day and at the end of the school day.
- Libraries and computer labs not used for regular classes will be closed to start the school year. Computer labs will be cleaned by the classroom teacher after every use.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.

4. Athletics

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

- The district will comply with all guidance published by [Michigan High School Athletic Association \(MHSAA\)](#) and the National Federation of State High School Associations (NFHS).
- 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.
 - A screening process utilizing a QR code to allow access from an I-Pad or phone has been developed. This process or a similar process will be used.
- Each coach will make sure all equipment is disinfected before and after use.
- 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.
- 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.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.

- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. 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 to 100 people, and people not part of the same household must maintain six feet of distance from one another.

5. Screening

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

- The miOttawa Department of Public Health COVID-19 Return to School Toolkit will be used for screening purposes, managing COVID-19 in school, protocols for what happens when someone at school tests positive for COVID-19, when a student will be sent home and should stay home, student/staff exposure, quarantine procedures and contact tracing.
- HPS will cooperate with the local public health department regarding implementing protocols for screening students and staff.
 - Families will be asked to self-screen students at home and take student temperatures. Students who exhibit one or more symptoms + a fever, then should stay home and contact the school office. If in doubt about attending school, families may contact the school nurse or their family doctor regarding school attendance. Testing for COVID-19 should be done in consultation with a doctor.
 - In the past 24 hours, have you experienced:
 - a fever of 100.4 degrees F or higher,
 - cough (new onset or worsening),
 - shortness of breath,
 - sore throat,
 - loss of taste or smell,
 - chills,
 - unusual muscle pain?
 - HPS employees will be asked to self-screen themselves at home including taking their temperature. Staff who exhibit symptoms and a fever should not report to work. Testing for COVID-19 should be done in consultation with a doctor.
 - In the past 24 hours, have you experienced:
 - a fever of 100.4 degrees F or higher,
 - cough (new onset or worsening),
 - shortness of breath,
 - sore throat,
 - loss of taste or smell,
 - chills,
 - unusual muscle pain?

- If you answer yes to the items above, combined with a fever, the staff member should not report to work.
 - Staff who have traveled internationally must quarantine for 14 days upon return. A staff member must utilize their sick days for this purpose.
- Each school will identify and designate a quarantine area for students who exhibit COVID-19 symptoms at school while they wait to be picked up by a caregiver.
 - This must be a different room from the nurse/health room.
 - This room will be monitored by school personnel. If needed, an audio and video monitor will be used to aid with the supervision of students. When staff enter the room caring for these children they must wear a surgical mask.
 - Students will be given a surgical mask while in the quarantine area.
 - Staff should disinfect the area after each child leaves wearing a face covering, face shield and gloves.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to [CDC guidelines](#).
 - The District will work directly with the health department regarding procedures and protocols.
 - Parent communication will be made immediately with clear and concise guidelines for student pick-up.
 - During a quarantine, students will be asked to identify locations and individuals for which they may have come into contact with within the last 48 hours. Focus will be upon sustained contact of 15 minutes or more.
 - The DISTRICT Superintendent or designee MUST contact the health department to notify them of any student or staff member who tests positive for COVID-19.
 - If a child is out for 3 or more consecutive days, the district requires the parent to contact the school nurse prior to returning.
 - A poster, with items such as below, will be displayed in each front office with the following and any person who answers yes to any of the questions will be asked to leave:
 - In the past 24 hours, have you experienced
 - a fever of 100.4 degrees F or higher,
 - cough (new onset or worsening),
 - shortness of breath,
 - sore throat,
 - loss of taste or smell,
 - chills,
 - unusual muscle pain?
 - Within the past 14 days, have you had close contact with an individual diagnosed with COVID-19 or traveled internationally?
- Absences related to COVID-19 should be reported to the staff member's supervisor and Human Resources. Teachers must report absences through AESOP. Absences related to quarantine will not count against a teacher's use of sick days.

- Absences for students related to COVID-19 will be excused if the student is ill or quarantined from their classroom.
- Positive tests for:
 - students will result in a required quarantine for 14 days.
 - staff members will result in a required quarantine for 14 days.

6. Testing

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

- The District will cooperate with the local public health department regarding implementation protocols for screening students and staff and follow The miOttawa Department of Public Health COVID-19 Return to School Toolkit
- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported home by their parents or guardian.
 - The school will strongly recommend that parents contact their physician for further guidance and possible testing if a student develops a fever or becomes ill with Covid-19 symptoms.
 - Any child must stay home 24 hours fever free, without medication
- Staff who develop a fever or become ill with COVID-19 symptoms at school will follow the direction of their physician.
- In coordination with the public health department, 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 as applicable.
- In coordination with public health/health department, in the event of a lab or clinically diagnosed case of COVID-19 immediate efforts should 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 require testing for COVID-19.

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 transportation guidelines will be shared with:
 - Bus drivers through staff meetings or memos and
 - parents via newsletters and the district webpage
- Professional development will be required for all bus drivers related to cleaning protocols and hygiene. This would include, proper mask usage, cleaning, and hand sanitizing.

- 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.
- Each student must use hand sanitizer, affixed upon entry, before entering the bus, which will be available on each bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
- Each district transportation vehicle will be [cleaned and disinfected](#), using a handheld mister bottle, before and after every transit route. Staff must wear a face covering, face shield and gloves. Children must not be present when a vehicle is being cleaned.
- Each bus driver or instructional assistant, if available, will clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Each bus driver or instructional assistant, if available, will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Parents will be required to pick up their child if students cannot be transported on district vehicles home safely due to COVID-19 symptoms and/or diagnosis.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above.
- If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- District transportation vehicles will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out, when possible.
- District transportation vehicles will attempt to keep windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, when possible, if appropriate and safe.

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

The district will follow all of the yellow highlighted strongly recommended and recommended practices for Personal Protective Equipment; Hygiene; Spacing, Movement, and Access; Screening Students, Staff, and Guests, Testing Protocols for Students and Staff Responding to Positive Cases; Responding to Positive Tests Among Staff and Students; Food Service, Gathering, and Extracurricular Activities; Athletics; Cleaning; Busing and Student Transportation; and Medically Vulnerable Students and Staff, Mental & Social-Emotional Health, Instruction; and Operations as highlighted in the companion document to this 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*.

See highlighted areas in Phase 5 of the companion document in yellow.

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*.

See highlighted areas in Phase 5 of the companion document in red.

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**.

See highlighted areas in Phase 4 the companion document in red.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 10, 2020

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

<https://www.hollandpublicschools.org/our-district/school-board/>

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

<https://www.hollandpublicschools.org/return-to-learn/>

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: Holland Public Schools

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

Date Submitted to State Superintendent and State Treasurer:

