

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

<https://www.col-essentials.org>

Final
07/10/20

Name of District: Hagar Township S/D #6

Address of District: 3422 Riverside Road, Benton Harbor, MI. 49022

District Code Number: 11670

Web Address of the District: [RIVERSIDE HAGAR #6 School](#)

Name of Intermediate School District: BRESA

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

Preparedness Plan Assurances

The Hagar Township S/D #6 agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

The district will offer a Distance Learning Plan in phases 1, 2, and 3

- Each K-5th grade student will get technology (ipad or chromebook and a charger) to utilize online resources. These resources include MyView Reading Curriculum (K-5), Spelling City (spelling practice), hands on leveled Scholastic books, and IXL (Math, Science, Social Studies, and Spanish). Assignments can be assigned and weekly hands-on materials (writing activities, GoMath, Assessments and learning tools) will support the online tools. The materials (packets) will be available for pick up on food pick up day. Staff will deliver and pick up student work when needed. Teachers will utilize Google Classroom (upload assignments), Remind (communication app), and Google Meet to check in with students daily and parents daily/weekly or when needed.
- 6-8th grade students will get technology (ipad or chromebook and a charger) to utilize online resources. Materials that students will get is a chapter book with Engaged New York lessons, hands on leveled Scholastic or library books to read for pleasure (student will choose), and IXL (Math, Science, Social Studies, and Spanish). Assignments can be assigned and weekly hands-on materials (writing activities, GoMath, Assessments and learning tools) will support the online lessons. The materials (packets) will be available for pick up on food pick up day. Staff will deliver and pick up student work when needed. Teachers will utilize Google Classroom (upload assignments), Powerschool (grade keeping) and Google Meet to check in with students and parents daily/weekly or when needed.
- Special Education Students will have access daily to virtual lessons given by the Special Education or Speech teacher.
- This plan includes a rigorous four hours of core learning a day (k-3rd grade) and 6 hours of core learning for (4-8th graders).
- Specials Classes: K-8th grade students will have Spanish (IXL), Art (art hub), Second Step (social emotional health) activities to complete once a week. All students will get an exercise challenge for the week (60 minutes a day).

- Parents will receive information on technology (parent handbook) and sign a contract of understanding of expectations in Phase 1, 2, and 3 learning plans.
- Stakeholders will have access to a counselor Allie Talbot.
- Hotspots for internet service for at risk students will be available through Comcast in phases 1-3 only..
- Arrangements will be made with parents/guardians who want packets and do not wish to have the online portion in phase 1, 2, and 3.

B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. Face coverings (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- All staff and all students in grades preK-12 when on a school bus.
 - All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - All staff when in classrooms.
 - All students in grades 6 and up when in classrooms.
 - 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.

This plan describes when face coverings will be worn in phase 4. Riverside School will provide face coverings to those students who need one on a daily basis. The face coverings will be cloth and washed daily. They will be available before the student enters the building and they will be returned when the student gets into their vehicle to leave school. We have 100 percent of our students dropped off and picked up. There is no bussing system.

Phase 4 Parent/Guardian, Student, and Staff Expectations.

Before School Drop Off

Student and Parent/Guardian Expectations	Staff Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> ● Prior to coming to school, please conduct a Wellness check. If your child has a temperature of 100.4 degrees Fahrenheit or greater, throwing up or has diarrhea please keep her/him home. ● When your child is ill please call 269-849-1343 or email Ms. 	<p>Teachers/Paraprofessionals</p> <ul style="list-style-type: none"> ● Complete a wellness screener prior to entering the building. ● Report to supervisory positions at the designated times. ● Make sure students are going straight to their classroom and not gathering in the hallway. ● Contact the office if a student seems ill.

<p>Gilliam by 8:00 am.</p> <ul style="list-style-type: none"> Drop off students from 7:30-8:00 am. Call 269-849-1343 to be let into the building after 8:00 am. Stop in the front of the building and wait for your child's temperature to be double checked before you leave the parking lot. We will use a touchless thermometer. When you need to come into the building please park in the parking area to the left of the parking lot, wear a mask, complete a wellness check and sign in. <p>K-8th Grade Students</p> <ul style="list-style-type: none"> Please enter the main entrance in the front of the building under the Riverside Hagar #6 sign. Everyone must wear a mask when entering the building. Go straight to your classroom. 	<p>Administration</p> <ul style="list-style-type: none"> Oversee the student drop off line 7:30-8:00 am. to ensure safety. Take student temperatures as they enter the building. Let students in the correct door. Make sure all other doors are locked for safety. Ensure signage is put up to enforce expectations. Provide communication to parents/guardians and staff.
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Breakfast/Lunch

Student and Parent/Guardian Expectations	Staff Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> Teach students healthy hygienic eating habits. Every classroom will have access to a hand washing station and sanitization stations. <p>Students</p> <ul style="list-style-type: none"> Breakfast and lunch will be in the classroom. Use the hand washing protocol or sanitizing protocol before eating meals. Use manners while eating. Clean up the floor and table 	<p>Teachers (lunch break)</p> <ul style="list-style-type: none"> Wait for assigned staff before leaving for lunch. Teach and oversee hand washing protocol or sanitizing protocol before meals. Social distance while eating. Wear masks in hallways until in the lunch area to eat. <p>Paraprofessionals/Food Service Staff</p> <ul style="list-style-type: none"> Serve breakfast and lunch in the classroom. Oversee hand washing and sanitizing protocols. Disinfect tables while students

<p>after the meal.</p> <ul style="list-style-type: none"> • Throw away all trash when you are completely done with your meal and have permission to get up. • Put your mask in the designated spot while eating. 	<p>are headed to the kitchen to get their lunch and after they eat their lunch.</p> <ul style="list-style-type: none"> • After lunch, take trash to the dumpster and sweep up the floor. • Must wear masks at all times. • Wear masks and gloves when loading trays with food. <p>Administration</p> <ul style="list-style-type: none"> • Put up needed signage. • Communicate protocols to staff as needed. • Address repeated expectation violators for consequences. • Supervise cleanliness of surfaces in eating locations. • Order appropriate virus killing disinfectant stated by the CDC.
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Classroom

Student and Parent/Guardian Expectations	Staff Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> • Wear masks at all times. <p>Students K-5th Grade</p> <ul style="list-style-type: none"> • Wear masks while in the hallways and bathrooms. They are not required in the classroom as stated by the Health Department for visual and cleanliness reasons. They are not deemed age appropriate for K-5th graders. You are able to wear a mask if you would like to. • Students will stay in their classrooms for breakfast, instructional time, lunch and special classes. • Students will sit in small groups and will social distance with all other students in the classroom. This is the 	<p>Teachers</p> <ul style="list-style-type: none"> • Wear masks at all times. <p>Paraprofessional</p> <ul style="list-style-type: none"> • Wear masks at all times. <p>Administration</p> <ul style="list-style-type: none"> • Wear a mask at all times. • Support teachers in putting away extra furniture, removing group supplies and social distance in the classroom.

recommendation from the Health Department to limit the number of students with extended interactions, but will still allow social time.

- Students will have their own supplies and will not share. Even during Specials' Classes.

Middle School Students 6-8th Grades

- Wear masks in the classroom, hallways, and bathrooms.
- Students will stay in their classrooms for breakfast, instructional time, lunch and special classes.
- Students will sit in small groups and will social distance with all other students in the classroom. This is the recommendation from the Health Department to limit the number of students with extended interactions, but to still allow social time.
- Students will have their own supplies and will not share. Even during Specials' Classes.

Hallways/Bathroom Breaks

Student and Parent/Guardian Expectations

Parents/Guardians

- Wear masks at all times.
- Send your child with a water bottle with their name on it.

Students

- Wear masks at all times in the hallway.
- K-1, and 6-8 will use restrooms in their classroom.
- 2-3, and 4-5 will use restrooms in the hallway. Only one

Staff Expectations

Teachers/Paraprofessionals

- Wear masks at all times.
- Allow one student at a time in the restroom.
- Oversee proper hand washing.
- Encourage students to bring a water bottle with their name on it from home.

student at a time will be allowed in the restroom.

Playground

Student Expectations

Students

- Follow physical distancing protocols as well as you can.
- Follow recess rules and be kind.
- Have FUN!

Staff Expectations

Teachers/Paraprofessional

- Provide reminders, and practice distancing protocols with those students who need it.

Administration

- Support the staff and help when needed to reinforce protocols/rules.
- Stagger schedule to allow for one class at a time on the playground.

Meetings and Conferences

Student and Parent/Guardian Expectations

Parent/Guardian

- Stay informed on information by providing updated emails, addresses, phone numbers, and emergency contacts.
- Wear a mask in the building.
- Communicate with staff using email or Remind (K-3). When in person meetings are held they will be socially distanced.
- K-1, and 2-3 sign up for Remind.
- 4-5th
- Check PowerSchool (6-8th grade).
- Follow all in person or distance learning plans.
- Participate in virtual meetings when needed.

Student

- Participate in virtual meetings

Staff Expectations

Teachers

- Wear a mask at all times.
- Communicate with parents.
- Schedule virtual meetings (GoogleMeet).
- Keep surfaces disinfected.

Paraprofessionals

- Keep surfaces clean and disinfected daily.

Administration

- Wear a mask at all times.
- Attend meetings and communicate with staff and parents.
- Ensure staff are in the building to conduct virtual or in person meetings.
- Make sure technology is up to

as requested by staff meetings.	date to get the best outcomes for communication.
Dismissal/Pick Up	
Student and Parent/Guardian Expectations	Staff Expectations
<p>Parents/Guardians</p> <ul style="list-style-type: none"> ● Pick up is at 3:00 pm. You will get a number to place in your back passenger side window to make it easier to call students to vehicles. <p>Students</p> <ul style="list-style-type: none"> ● Wear face masks. ● Listen for your name/number to be called and pay attention when your vehicle pulls up. You will get them at Open House. ● If you wear a mask to school, clean it nightly. ● Turn in borrowed masks into the bucket to get washed for the next school day. 	<p>All Staff</p> <ul style="list-style-type: none"> ● Wear a mask. ● Monitor social distancing and safety in the car line. ● Make sure borrowed masks are collected when the student leaves for the day. The masks will be laundered at the end of each day. <p>Administration</p> <ul style="list-style-type: none"> ● Oversee safety of the car line. ● Monitor social distancing and safety protocols. ● Work with teachers to practice dismissal routine before school starts.

2. Hygiene

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

Hygiene routines will be posted by all sinks and practiced in every classroom. The classroom teacher will teach students the hand washing protocols recommended by the Health Department. Handwashing with soap and water will be done for at least 20 seconds. Riverside school will put in two additional hand washing stations, therefore every classroom will have access to their own sink. Hand sanitizing stations will be located in the hallway, every classroom, and at the entrance to the building. Hand sanitizer will contain at least 60% alcohol for safety. Staff will teach students how to cough and sneeze into their elbows, or to cover with a tissue, during the first week of school. All protocols will be reviewed by staff the week before school starts and after each day of the first week of school. Floor tape will be used at six foot intervals where line

formation is anticipated. Signs will be posted on the doors (entrance, exit and restroom) to indicate proper social distancing and/or hand hygiene techniques. All adult guests entering the building will be screened for symptoms, wear a facial covering, and sanitize hands prior to entering the building. Records will be kept including date and time of visitors' visits..

3. **Cleaning**

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

Frequently touched surfaces will be cleaned every four hours including light switches, doors, bathrooms, will get cleaned with an EPA-approved disinfectant. Every classroom will have a cleaning solution for staff to wipe surfaces. Student desks will be wiped down with an EPA-approved disinfectant. The playground structures will get cleaned regularly. Riverside School will ensure safe and correct use and storage of cleaning and disinfection products, including storing products away from children up in high cabinets and in the custodial closet. Window will be open to allow ventilation when staff use products. Staff will wear gloves and masks when performing all cleaning activities.

4. **Athletics**

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

We have no athletics at our school.

5. **Screening**

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

We will cooperate with the local public health department to implement protocols for screening students and staff. We will use the <https://misymptomapp.state.mi.us/> checker. Our designated quarantine area will be in the principal's office and the principal will care for sick students who become ill at school until parents arrive. Symptomatic students will be kept home until guidelines. Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home. Parents will check their child for symptoms before sending to school by using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care

physician.

6. Testing

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

Riverside School will cooperate with the local public health department. If a confirmed case of COVID-19 is known we will collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school. Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing. Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts 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.

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).

We do not have busing and students are picked up by parents/guardians. They will be responsible for sanitizing their own vehicles.

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.

Masks will be optional but encouraged and health screenings for students, staff, and parents will continue before entering the building. This will reduce the number of stakeholders who enter the building sick. Students will adhere to safety protocols suggested by the Health Department.

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*.

We will cooperate with the local public health department and update our plans as new information becomes available.

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*.

None

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

No

Final Steps for Submission

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: Our board meets on Tuesday, August 18, 2020 where this plan will be reviewed and approved.

Signature of Board President or Board Minutes: This will be updated on our Website by August 18, 2020.

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

[RIVERSIDE HAGAR #6 School](#) Posted 9/16/20 awaiting board approval on 9/18/20 at our 5:30 pm Board Meeting.

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: Joann Gilliam

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: 9/15/20

Date Submitted to State Superintendent and State Treasurer: 9/17/20