



COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised
07/24/2020

Name of District: Central Montcalm Public Schools

Address of District: 1480 S. Sheridan Rd, Stanton, MI 48888

District Code Number: 59125

Web Address of the District: www.central-montcalm.org

Name of Intermediate School District: Montcalm Area ISD

Additional Contact Information:

- Mid-Michigan District Health Department: <https://www.mmdhd.org/>,
 - Montcalm County Phone number 989-831-5237

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.

District and Building Continuity of Learning Plan

[Continuity of Learning and COVID-19 Response Plan](#)

Revised 7/24/2020 for the 2020-2021 School year

- 1. Central Montcalm Public Schools (CMPS) will provide multiple modes of pupil instruction by utilizing an online Distance Learning Dashboard located on each school’s web page. Each dashboard contains a folder to each teacher’s daily lesson as well as communications from the principal. We will use two different remote learning platforms (virtual classrooms) for students with online accessibility: Seesaw for grades K-3 and Google Classroom for grades 4-12. Teachers and administrators will also communicate with families using our district website, School Messenger, school Facebook pages, email, and phone calls. Some teachers have their own forms of communication such as Class Dojo, Remind, or Classtag.

Chromebooks will be provided to all students K-12. It is also the intent of the district to have mobile internet hotspots available within 5 miles of every CMPS family. A directory of access points will be provided.

All students will have access to grade-level/course textbooks/resources to complete their work. Accommodations will be provided in unique situations.

Students are expected to participate each scheduled school day* in a full course schedule.

** These expectations may change at any time based on requirements from the Michigan Department of Education Pupil Accounting.*

- 2. CMPS will keep students at the center of educational activities by directing staff to reach out to students once per week through email, Zoom, Google Meet, and/or phone calls in a two-way communication. Staff will also communicate multiple times each week through the instructional platform (i.e., Google Classroom, Seesaw), with an emphasis on continuing to build relationships and maintain connections. A log sheet will be kept to track when and how students are contacted. Teachers are expected to monitor social interactions during online learning sessions. Any concerns will be relayed to the building principal. CMPS believes social emotional support is of utmost importance, therefore, counselors, social workers, and behavior support specialists will also be checking in with families weekly through the above mentioned modes of communication.

3. CMPS will deliver content via online learning platforms (virtual classrooms): Seesaw for grades K-3 and Google Classroom for grades 4-12. Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons multiple times per week. Within each of these platforms, teachers will be able to post video and audio recordings, online texts and questions, worksheets, etc. Text to speech and speech to text applications will be available.

Our special education staff will work with parents to create contingency plans to support student's IEPs that correlates with implementation of this plan.

Montcalm Area ISD operates our center-based programs which support our CMPS students, and will be creating a separate contingency plan as it relates to their own continuity plan.

4. CMPS teachers will collect evidence of student engagement and learning using a variety of collection methods. These include but are not limited to video or audio conferences, phone calls, submission of written work through one of the aforementioned learning platforms, email, or drop-off/pick-up while following all safety protocols for handling physical materials. Students are expected to submit evidence of learning. All social distancing measures will be followed.

This plan ensures accessibility for all students that qualify under Section 504. General education teachers and the 504 coordinator are aware of the accommodations that are written in each plan, and will ensure access to all online and written materials during this time.

EL students will receive all services outlined in our district plan and in addition will receive these services as well:

- All students who score under 2.9 composite on the WIDA will have access to both Imagine Learning (language and literacy software) and Lexia access (phonemic awareness, phonics, sight words, reading fluency, and reading comprehension). Bilingual staff from Mid-Michigan Migrant Consortium will call students and share their log-in and password information again as well as ask families what they need from Central Montcalm Public Schools.
- Mid-Michigan Migrant Consortium is compiling a document for English Learners that includes learning websites organized by grade level clusters and subject matter (including enrichments). Mid-Michigan Migrant will mail the document and call families.
- Zoom language lessons for students: Mid-Michigan Migrant Staff will orchestrate conducting supplemental Zoom language lessons.

5. A budget will be outlined as required by the state.
6. CMPS sent out a survey to collect information from all families regarding access to the internet, availability of an electronic device to access online content and communications, and time availability for use of electronic devices.

Teachers contacted families via phone, video chat, and email to check on access to the internet and devices. Due to the overwhelming response from families regarding their needs, the district will deliver Chromebooks to those deemed necessary and paper packets of instructional lessons to all students in grades K-8. We also provided information on how families can attain internet service from various internet providers. An additional survey was sent to families in June, 2020 to get feedback on the

remote learning (blended online and packets) that had taken place in the spring. Information from the survey was used to influence the development of the preparedness plan.

The administrative team worked closely with teachers to collect feedback during a soft, supplemental roll-out of distance learning in spring 2020. This feedback helped fill in holes with regards to technology or access to learning materials. A steering committee was created to study how best to provide blended online learning. These meetings took place weekly as a whole and as subcommittees with an organized agenda. Sub committees worked on specific topics and reported results back to the steering committee as a whole.

Board members were invited to collaborate on the development of this plan.

7. CMPS will post the Continuity of Learning and COVID-19 Response Plan to the front page of the district's website at central-montcalm.org. A notification will be sent via School Messenger and each school's Facebook page. A letter will also be sent home with the Distance Learning Packets. Parents can request a copy be emailed or mailed to them by contacting the district curriculum director at jmilewski@central-montcalm.org
8. CMPS will implement its Continuity of Learning and COVID-19 Response Plan for Phases 1-3 if mandated by executive order of Governor Whitmer.
9. For our students in dual enrollment courses, we will be working with Montcalm Community College to determine next steps. We will ensure that the students have the appropriate materials and supports to complete those courses.

For students in CTE programs, we will work with MAISD CTE Director, Shannon Tripp, as well as state-level directives to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

10. A specific plan on how the district will provide or arrange for continuation of food distribution to eligible pupils will be outlined as required by the state.
11. Confirmation that the district will continue to pay school employees while redeploying staff to provide meaningful work in the context of the Plan, subject to any applicable requirements of a collective bargaining agreement will be outlined as required by the state.
12. CMPS educational staff including teachers, administrators, and paraprofessionals will check-in with families at a minimum of once per week. Contact will be made via phone or video/audio chat in order to establish 2-way communication. Email or other applications (e.g., Remind, Class Dojo, Classtag, etc.) will be used to communicate with families and students but only if the stakeholder is able to respond.

Inconsistent communication or completion with a parent or student will be raised to the principal or counselor level. They will work to address the issue when possible.

All attempts to communicate with students and families to evaluate participation will be documented.

13. 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 survey results or from results, counselors (school counselor Coordinator, ISD supports) will reach out to individual students and families to determine what they may need.

counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers monitor and assess the needs of students and families through their weekly communications. If a need is the staff member will elevate that need to the principal or counselor to make the necessary follow-up. The will hold weekly virtual meetings with teachers and other key staff to identify any additional students or fa need.

14. The district will work in partnership with Montcalm Area ISD to implement its plan to mobilize disaster relief child care centers.

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

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
 - i) All staff and all students in grades preK-12 when on a school bus.
 - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.
 - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

District and Building Implementation Plan

- There will be signs prominently displayed throughout the buildings, transportation, and grounds to clearly identify is required to wear face coverings in each designated area of the school buildings, grounds, or bus.
- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district and school parent communications, all handbooks, all student orientations, and all staff orientations (Aug. 1 - Aug. 18)
- 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. (Aug. 1 - Aug 18.)
- 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.
- Clean face coverings will be ordered and provided to every student and staff member on a daily basis as needed. These will be placed on busses and in the classrooms every evening by the custodial and transportation staff.
- Fabric and clear face coverings will be provided to all teachers.
- Face coverings provided by the school will be turned in at the end of the day (in some cases these will need to be collected by bus drivers as students exit the bus.
- Individuals (staff or students) who claim medical exemptions will need to meet with the school principal to provide rationale and documentation (Begins Aug. 13 and continues throughout the school year)
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student (grades 6-12) or staff ID indicating this exemption.

- PreK-5 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity places them in close (2 feet or less) proximity to other students or the teacher(s).
- Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear a face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administrator for review and decisive action.

2. Hygiene

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

District and Building Implementation Plan

- Each instructional area will have a supply of soap and water or hand sanitizer that contains at least 60% alcohol.
- Supplies (paper towels, soap, hand sanitizer, tissues, hand receptacles) will be checked daily and restocked in the classroom
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via PBIS matrix, newsletters, web pages, bulletin boards, and the like. It will include:
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Teachers will teach students the following to students on the first day of school and reinforce weekly or more often as needed (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 in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
 - procure adequate soap, hand sanitizer, paper towels, tissues by August 1, November 20, February 20, and May 20.
 - Post signage related to cleaning and strategies in each room, restroom, throughout hallways by August 13
 - Monitor hygiene supplies
 - Procure hand sanitizing stations as deemed necessary during walk-thoughts with supervisor
- Sharing school supplies will be limited, and each student will have their own supply box for materials.

3. Cleaning

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

District and Building Implementation Plan

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations section of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID-19 will be taken and orders will be made to address increased clearing protocols.
- Cleaning stations will be identified around the building that hold materials for usage in different wings (e.g., curriculum closet in Hallway B, gym storage room, custodial closet by BOE office, etc.)
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield, and gloves.
- Each building's 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 main office or in a place easily accessed by lead custodian to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas at least 3x per day or more as needed and following any evening activities in the building.
- All special classrooms (i.e., art, music, gym, and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the student desks everytime students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.

4. Athletics

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

District and Building Implementation Plan

All athletic programs will follow [MHSAA](#) protocols associated with each phase. Central Montcalm Public Schools is located in Region 2 of the MI Safe Start Plan. [MMDHD](#) will also provide further guidance.

5. Screening

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

District and Building Implementation Plan

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with any referrals from the prior month.
- Each school building will identify a quarantine area.
- Each building will have an identified and trained staff person to care for students who become ill at school. The proper PPE will be provided.
- Parent communication will be made with clear and concise directions on where and how to pick up the student.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contract

tracing and notification of vulnerable individuals.

- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school the Google form.
- Positive tests for staff members will result in a required quarantine away from school for the number of days as required by the health department.

6. Testing

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

District and Building Implementation Plan

- All tasks for testing will be conducted based on guidance with the Mid-Michigan District Health Department.

7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

District and Building Implementation Plan

- A weekly meeting will be held with the district transportation director to review the criteria required for Level 4 and discuss concerns or issues arising.
- 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
- Hand sanitizer and supplies will be braced and mounted at the entrance of each bus
- An ordering plan and schedule to obtain cleaning supplies in compliance with CDC has been developed and will be utilized in the cleaning of the buses between routes and the wiping down of frequent areas of contact.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and videos will be maintained.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each clearing will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

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

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Central Montcalm will review the requirement of Face Masks if Executive Order 2020-147: Masks is lifted by Governor Whitmer, otherwise, all Phase IV protocols will remain in place.

2. Indicate which strongly 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*.

CMPS will follow all strongly recommended protocols.

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

No

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: July 27, 2020

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

<https://central-montcalm.org/our-district/board-of-education/school-board-minutes/>

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

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Amy Meindhardt, Superintendent

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

Date Submitted to State Superintendent and State Treasurer: