



SPRING LAKE
PUBLIC SCHOOLS

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

07/29/20

Name of District: Spring Lake Public Schools

Address of District: 345 Hammond Dr., Spring Lake, MI 49456

District Code Number: 70300

Web Address of the District: <https://www.springlakeschools.org>

Name of Intermediate School District: Ottawa Area Intermediate School District

Name of Authorizing Body (if applicable): N/A

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 Implementation Plan-Phases 1,2,3 - Remote Learning

General

- Spring Lake Public Schools (SLPS) will offer a robust alternate mode of instruction (other than in-person instruction), for pre-K – 12th grade students, if we are in phases 1-3 of the Michigan Safe Start Plan.
- Alternate remote instruction in SLPS will include synchronous and asynchronous teaching and learning that will follow a daily class schedule. Students will be required to attend scheduled online class sessions with attendance taken hourly (for secondary students) and twice per day (AM and PM) for pre-K-6th grade students.
- General expectations for teaching and learning are enhanced when compared to remote instruction in the spring of 2020. This includes an expectation for more direct instruction by teachers, a goal of addressing most of the written curricular standards and grading/reporting that mirrors in-person expectations.
- Students will be expected to attend and participate in all class activities.
- Staff will report to their assigned school facility each day during phase 3 of instruction (unless otherwise noted by unique circumstances related to the pandemic).
- Providing school-aged daycare for staff will be a priority for children in grades pre-K-6 (dependent on the classification of teachers/support staff as “essential workers” by the Michigan Safe Start Plan).
- Grade level/department teams will meet regularly to refine remote teaching according to feedback from parents and students.

Materials/Technology

- All SLPS students will be issued a student computing device they can use at home to access remote learning.
- All SLPS staff will be issued a computing device they can use at home to access learning.

- The SLPS Technology Department will have easy access web links for students, staff and families to report technology related problems during Phase 3 of remote learning.
- The SLPS Technology Department will provide methods for students/staff to access technology support during phase 3 of remote learning (hardware and software).
- SLPS is committed to ensuring that every student and staff member has sufficient Internet access at home to ensure learning. Any student or staff member who does not have Internet access will be asked to contact their building principal in order to establish a plan to secure access through the district.
- Parent links and support resources will be clearly communicated to all families.
- All SLPS building principals will serve as the technology liaison to support staff and students in triaging technology related problems.

Operations during remote learning

- Weekly food distribution will be offered through the SLPS Food Service Department
- Staff work areas and common areas will be cleaned/disinfected each work day during phase 3 instruction.
- High traffic touchpoints like building entrances/exits, bathrooms and shared/common areas will be cleaned multiple times per day

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 pre-K-12 when on a school bus.
 - ii. All staff and all students in grades pre-K-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-Phase 4--Face Coverings

Face Coverings in School Buildings (Classrooms, hallways, common areas)

- Masks are required to be worn at all times while inside any school facility, except while eating meals. This includes hallways, classrooms and common areas.
- **Pre-K-12** Masks are required to be worn at all times by all staff and students, except while eating and properly socially distanced and during purposefully scheduled outdoor class activities where students and staff are spaced six feet or more apart. SLPS will purposefully build-in outside “mask break” times for students, especially in the lower grades, where students can go outside, social distance and take their masks off.
- Facial coverings may be homemade cloth or disposable level-one (basic) grade surgical masks
- Disposable facing coverings must be disposed of at the end of each day.
- Cloth masks to be sent home daily for washing
- The district has surveyed students and staff regarding the need to provide masks for each group. Masks will be available to students and staff, through the district, on a limited basis (based on survey data).
- If a student does not wear a mask, they will be asked to put a mask on. If they refuse, they will be sent home.

Face Coverings while riding school supplied transportation

- Face coverings are required for anyone who rides a SLPS bus.
- Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.

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-Phase 4--Hygiene

- Hand sanitizer will be provided in every classroom and for every workstation, including school offices.
- Soap and paper towels will be provided in all bathrooms.
- Signs will be deployed to reinforce proper handwashing techniques.
- [A grade appropriate video](#) with instructions will be distributed to all teachers to push out prior to school starting. It will be a required component of phase 4-5 instruction on the first day of school.

- Coughing and sneezing instructions will be distributed to all instructors to push out prior to school starting. It will be a required component of instruction on the first day of school.
 - [5-12th Grade Cough/Sneeze video](#)
 - [K-4th Grade Cough/Sneeze video](#)
- All soap and hand sanitizer stations will be checked and filled frequently.
- Regular hand washing will be strongly encouraged.
- Personal items and individual supplies will not be shared by students. In some circumstances, materials like science lab equipment and art supplies may be shared on a limited basis. All items will be sanitized between uses.
- Individual student locker use will be determined on a building by building basis.
- Classroom and library books will be quarantined a minimum of 72 hours between uses
- Media Center materials will be available for electronic checkout and can be delivered to classroom and students.
- No common table/desk top supplies or teacher supplies like staplers, hole-punches, etc.
- Limited use of shared supplies in settings like secondary science labs. Items that are used will be sanitized between uses.
- We will strive to meet social distance criteria as much as the physical space allows
- Student positions (facing forward/shoulder to shoulder) within classrooms need to respect social distancing as much as possible
- We promote the use of outside spaces for instruction when appropriate
- Building leaders will work with individual classroom teachers to secure optimal spacing arrangements in classrooms
- Outside guests/family members are not allowed into buildings
- Offices will set up common drop-off spots for forgotten items in vestibules at each building and staff will be available via phone to coordinate unique parent requests, like an early pick-up for a doctor appointment.
- Appropriate signage will be placed in all district facilities to reinforce traffic flow, social distancing, handwashing, and proper coughing and sneezing practices.

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-Phase 4--Cleaning

- Two cleaning staff per building will clean frequently touched surfaces including light switches, doors, benches, bathrooms a minimum of every four hours with an EPA-approved disinfectant.

- Student desks and/or student table surfaces will be wiped down with an approved EPA disinfectant between every class period at the secondary level by the classroom teacher. Cleaning staff will also disinfect all student desks/surfaces each evening.
- Students will be kept in cohorts at the pre-K-6 level and student desks/tables will be cleaned each evening by cleaning staff, as well as needed during the school day.
- Playground structures will be cleaned regularly
- SLPS will continuously audit inventories and supply chains to maintain a robust supply of cleaning and disinfectant materials.
- SLPS will provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched and high traffic surfaces will be cleaned several times a day.
- SLPS will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- SLPS will complete deep cleaning, through electrostatic cleaning, of all school buildings in the district prior to school starting in 2020-21. SLPS will also have electrostatic cleaning available as a tool if needed in subsequent months of the school year.
- SLPS will post signage about frequent handwashing, cough etiquette, and nose blowing.
- Staff must wear gloves, surgical mask and face shield 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).

District and Building Implementation Plan-Phase 4--Athletics

- SLPS 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 will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant must confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- If inter-school competitions are held, facial coverings must be worn if school transportation is provided. Buses will 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 will 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 are not allowed
- 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).

- SLPS will follow screening requirements as indicated by the Ottawa County Health Department
- A quarantine area is designated in every school building.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
- Families are required to check their child's temperature at home every morning 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 provider.
- Staff are required to 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. An electronic screening form will be utilized daily by all SLPS staff

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-Phase 4--Testing

- Schools will cooperate with the local health department regarding protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school should 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.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined 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.
- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.
- SLPS will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, 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. This will include notification to any affected staff or students. All procedures will be FERPA compliant for the privacy of all students and employees.
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

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-Phase 4--Transportation

- Hand sanitizer must be used before entering the bus. Hand sanitizer will be supplied on every bus.

- Face coverings are required for anyone who rides a SLPS bus.
- Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined in the “testing” section of the Return to School Roadmap. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students
- SLPS will clean and disinfect transportation vehicles before and after every transit route.
- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

C. 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*.

Included from the highly recommended categories in the SLPS district Phase 5 plan :

- **Facial Coverings**
- **Hygiene**
- **Screening students and staff**
- **Testing protocols, including responding to positive steps**
- **Food Service, Gathering and Extracurricular activities, as well as athletics**
- **Cleaning**
- **Busing and transportation**
- **Medically vulnerable students and staff**

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*.

Excluded Recommendations from the RTS Roadmap-Phase 5

***Note:** This section asks which highly recommended protocols from the RTS Roadmap the district will not include in its Preparedness Plan for phase 5. One item will be listed here, but of particular note is that all highly recommended protocols that were adopted in the phase 4 planning section will also be brought forward to phase 5 planning and implementation.

Excluded from the highly recommended category:

- **6 feet of social distancing-Our specific statement is;** “We will strive to meet social distance criteria as much as the physical space allows.”

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**.

Yes, one highly recommended protocol will be excluded from the phase 4 planning document:

Excluded from the highly recommended category:

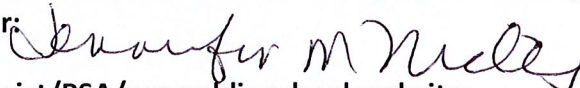
- **6 feet of social distancing-Our specific statement is;** “We will strive to meet social distance criteria as much as the physical space allows.”

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 13, 2020

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



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

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Dennis M. Furton, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 13, 2020

Date Submitted to State Superintendent and State Treasurer: August 17, 2020