MAISA | MICHIGAN ASSOCIATION OF INTERMEDIATE SCHOOL ADMINISTRATORS
SUPPORTING REGIONAL EDUCATION SERVICE AGENCIES

COVID-19

Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Name of District: Southfield Public Schools

Address of District: 24661 Lahser Road, Southfield, Michigan 48033

District Code Number: 63060

Web Address of the District: www.southfieldk12.org

Name of Intermediate School District: Oakland Schools

Name of Authorizing Body (if applicable):

MASA | Michigan Association of Superintendents & Administrators
MICHIGAN Department of Education
MEMSPA Michigan Elementary and Middle School Principals Association
Michigan School Business Officials
MASB Michigan Association of School Boards
massp Michigan Association of Secondary School Principals
Middle Cities Education Association

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.

The District has developed a remote learning plan. See Preparedness Plan pages 5-16 for details of schedules and technology supports and distribution.

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.

Possible Student Scenario	Cloth Face Coverings Recommended	Cloth Face Coverings May Be Considered	Additional Considerations
Students are seated less than 6 feet apart while riding a bus or while carpooling	✓		• Cloth face coverings should always be worn by bus and carpool drivers as able*
Students are less than 6 feet apart while entering or exiting school (e.g., carpool drop off/pick up) or while transitioning to/from other activities	✓		• Consider having staff monitor students during transitions to encourage correct use and distribute cloth face coverings as needed. • Teachers and staff should wash or sanitize hands (using a hand sanitizer that contains at least 60% alcohol) before and after helping a student put on or adjust a cloth face covering.
Students are seated **at least** 6 feet apart in the classroom		✓	• Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading.
Students are seated **less than** 6 feet apart in the classroom, or are engaging in learning stations or circle time that require close contact	✓		• Schools may consider keeping students in "cohorts." Cohorts are groups of students that do not mix with other cohorts/groups of students throughout the school day. • Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading.
Students are less than 6 feet apart while transitioning between classes or to other activities during the school day	✓		• Schools may consider staggering classroom transition times and allow only one-way pathways/hallways. • Adaptations and alternatives should be considered whenever

			possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading.
Students are at recess or in physical education class.		✓	• Vigorous exercise in a confined space (e.g., indoors) may contribute to transmission of COVID-19 and should be limited • Social distancing helps protect students at recess or in physical education class. • Consider conducting activities in an area with greater ventilation or air exchange (e.g., outdoors). • See CDC's guidance on youth sports for more information. • Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading.
Students are in band, choir, or music class.		✓	• When students are not singing or playing an instrument that requires the use of their mouth, they should wear a cloth face covering in music class (unless class is outdoors and distance can be maintained). • Social distancing helps protect students in music class. • While students are singing or playing an instrument, use visual cues to keep them at least 6 feet apart. If it's safe and weather permits, consider moving class outdoors where air circulation is better than indoors and maintain at least 6 feet

			distance between students.
Students are at least 6 feet apart during mealtimes in a common area.		✓	• Cloth face coverings are recommended when transitioning to and from mealtimes if outside of the classroom. • Schools may be able to stagger mealtimes to ensure 6 feet distance between students in a cafeteria or lunchroom. • Schools can serve meals in classrooms if students are able to maintain 6 feet of distance between one another in the classroom. • Consider allowing students to eat meals outside, if weather permits.
Students participating in an assembly or event that requires close contact.	✓		• Large assemblies of students should be discontinued, unless necessary. • When necessary, consider having the assemblies outdoors, plan for social distancing, and encourage use of cloth face coverings according to CDC guidance. • Cloth face coverings should be worn by teachers and staff at all times* and are especially important at times when social distancing is difficult to maintain
Student has severe asthma or breathing problems.		✓	• Cloth face coverings should NOT be worn by children under the age of 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance.

			• Administrators and/or teachers should consult with parents, caregivers, or guardians about strategies to protect these students and those around them. • Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading.
Student is deaf or hard of hearing, or relies on lip reading to communicate		✓	• Clear face coverings may be considered for teachers or staff who interact with students who are deaf and hard of hearing. • Face shields are not considered clear face coverings. • It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin.
Student has a disability, childhood mental health conditions, sensory concern/tactile sensitivity.	✓		• Administrators and/or teachers should consult with parents, caregivers, or guardians about strategies to protect these students and those around them.

			• Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading.
Student is receiving one-on-one services or instruction.	✓		• Students and service providers should wear a face covering as much as possible during service delivery.* • Administrators and/or teachers should consult with parents, caregivers, or guardians about strategies to protect these students and those around them. • Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading. • Cloth face coverings should be worn by teachers and staff at all times* and are especially important at times when social distancing is difficult to maintain. • Students and service providers may need additional protective equipment depending on the individual characteristics of the student. See CDC's Guidance for Direct Service Providers for additional information.

* CDC recognizes that wearing cloth face coverings may not be possible in every situation or for some people. In some situations, wearing a cloth face covering may exacerbate a physical or mental health condition, lead to a medical emergency, or introduce significant safety concerns. Adaptations and alternatives should be considered whenever possible to increase the feasibility of wearing a cloth face covering or to reduce the risk of COVID-19 spreading if it is not possible to wear one.

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

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). ɑ Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.
- Limit sharing of personal items and supplies such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

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

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hand son classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- 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.
- 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).

- 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.
- All equipment must be 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 given to entry and exit points to prevent crowding. ɑ 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).

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Staff should 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.
- A monitoring form (paper or electronic) for screening employees should be developed.
- Families are encouraged 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.

6. Testing

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

- Schools must cooperate with the local public health department regarding implementing 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.

- 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 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 loss of taste, loss of smell, 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.

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).

- Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the 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.
- Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- 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.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- 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.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, 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 has adopted board policy - Vol. 35, No. 1 - August 2020 - 8450.01 - PROTECTIVE FACIAL COVERINGS DURING PANDEMIC/EPIDEMIC EVENTS

During times of elevated communicable disease community spread (pandemic or epidemic), the Superintendent will issue periodic guidance through Board of Education plans/resolution(s) in alignment with public health officials and/or in accordance with government edicts and including any Pandemic Plan developed by the District's Pandemic Response Team.

School settings can be a source of community spread. Wearing face masks/coverings is especially important during these times and can help mitigate the risk of exposure from person to person.
As such, during times of elevated communicable disease community spread, the Superintendent may activate this policy by notifying the school community, requiring all school staff, volunteers and visitors (including vendors) to wear appropriate face masks/coverings on school grounds unless it is unsafe to do so or where doing so would significantly interfere with the Districts educational or operational processes.

Face masks/shields will be provided by the District to employees. Alternatively, employees may elect to wear their own face coverings if they meet the requirements of this policy as well as any requirements issued by State or local health departments.

The Board requires that:

students in 6th grade and higher shall wear a face mask unless they are unable to do so for a health or developmental reason. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons, cannot and should not wear a mask.

and

students not in cohorts shall wear a face mask unless they are unable to do so for a health or developmental reason. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons, cannot and should not wear a mask.

If face masks/coverings are required, and no exception is applicable, students shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code, and in accordance with policies of the Board

and/or may be reassigned by the Superintendent to an online/virtual learning environment if the Superintendent determines that reassignment is necessary to protect the health and safety of the student or others.

During times of elevated communicable disease community spread as determined by the Board in consultation with health professionals, all students are required to wear masks while being transported on District school buses or other modes of school transportation.

<u>Use of Mask/Face Covering</u>

Cloth face coverings/masks should:

A. fully cover the mouth, nose, and chin;
B. fit snugly against the side of the face so there are no gaps;
C. not create difficulty breathing while worn; and
D. be held securely through either a tie, elastic, etc. to prevent slipping.

Facial masks/coverings generally should not include surgical masks or respirators unless medically indicated (as those should be reserved for healthcare workers) or masks designed to be worn for costume purposes.

All employee facial masks/coverings shall meet the requirements of the appropriate dress/staff grooming policies (Policy 3216/4216). All student facial masks/coverings shall meet the requirements of the appropriate Student Code of Conduct/Student Discipline Code and Policy 5511 Dress and Grooming.

Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security purposes. Failure to comply with such a request violates this policy and may lead to disciplinary or other action.

Exceptions to the use of masks/face coverings include when:

A. facial masks/coverings in the school setting are prohibited by law or regulation;
B. facial masks/coverings are in violation of documented industry standards;
C. facial masks/coverings are not advisable for health reasons;
D. facial masks/coverings are in violation of the school's documented safety policies;
E. facial masks/coverings are not required when the staff works alone in an assigned work area;
F. there is a functional (practical) reason for a staff member or volunteer not to wear a facial mask/covering in the workplace;
G. settings where cloth masks might present a safety hazard (i.e. science labs);
H. for individuals who have difficulty wearing a cloth face covering; or
I. To assist with communication for hearing impaired students.

The Board may be required to provide written justification to the local health officials upon request explaining why a staff member is not required to wear a facial covering in the school. Therefore, if any exceptions are made to the requirement for facial coverings, the request for such exception must be submitted in writing to the individual's supervisor with appropriate documentation provided. A decision on the request will be provided in writing.

Use of Face Shields

Face shields that wrap around the face and extend below the chin may be permitted as an alternative to cloth face masks/coverings with permission of the Superintendent as the Board recognizes that face shields may be useful in some situations, including:

A. when interacting with students, such as those with disabilities, where communication could be impacted;
B. when interacting with English-language learners or when teaching a foreign language;
C. settings where cloth masks might present a safety hazard (i.e. science labs); or for individuals who have difficulty wearing a cloth face covering.

If employees receive approval from the District administration after discussing their request not to wear a face mask/covering/shield due to a physical, mental or developmental health condition, and/or if wearing a mask/covering/shield would lead to a medical emergency or would introduce significant safety concerns, the District administration may also discuss other possible accommodations for the staff member. Such discussion shall follow Board policies and guidelines under the ADA.

School nurses or staff who care for individuals with symptoms consistent with those of a communicable disease must use appropriate personal protective equipment (PPE), provided by the school, in accordance with OSHA standards.

When facial masks/coverings are required by the Board, and no exception has been applied, staff members who violate this policy shall be subject to disciplinary action in accordance with policies of the Board.

The district has adopted board policy - 8425 - COVID-19 PREPAREDNESS AND RESPONSE PLAN, MITIGATION, SELF-REPORTING, LEAVE OF ABSENCE, po8425

In accordance with Executive Orders that have been issued in response to the novel coronavirus (COVID-19), the District adopts the following social distancing practices and other mitigation measures to protect District employees and contractors.

COVID-19 Preparedness and Response Plan

The symptoms of COVID-19 typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. COVID-19 is thought to be spread mainly from person to person, between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs, sneezes or

talks. It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose, or possibly their eyes.

Basic Prevention Measures

A. Employees are encouraged to stay home if they are experiencing COVID-19 related symptoms (fever, cough, or shortness of breath).
B. The District encourages respiratory etiquette, including covering coughs and sneezes, and frequent and thorough handwashing.
C. Employees are discouraged from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
D. Employees are encouraged to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
E. In order to increase the physical distance among employees, the District will continue to evaluate exposure-reducing measures, such as the extent to which employees are able to work remotely and staggered work shifts. Employees and other individuals who are on district property should keep at least six feet from one another to the maximum extent possible.
F. The District is also aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions, and will continue to evaluate exposure-reducing measures including ensuring those employees maintain a distance of 6 feet from other employees and visitors.
G. The District will continue to maintain routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
H. The District will comply with applicable local orders issued by the County Health Department.

Prohibition from Entering District Property

Pursuant to Executive Order 2020-35, any employee of the District or contractor who displays respiratory symptoms or has had contact with a person who is known or suspected to contracted COVID-19 is prohibited from entering property owned, leased, or controlled by the District, as set forth in this policy.

A. Employees and contractors who test positive for COVID-19 or who display one or more of the principal symptoms of COVID-19 are prohibited from entering property owned, leased, or controlled by the District until:
    a. three days have passed since their symptoms have resolved and seven days have passed since their symptoms
B. first appeared or since they were swabbed for the test that yielded the positive result; or
    a. the employee or contractor receives a negative COVID-19 test.
C. Employees and contractors who have had close contact with an individual who tests positive for COVID-19 or with an
D. individual who displays one or more of the principal symptoms of COVID-19 are prohibited from entering property owned,
E. leased, or controlled by the District until:
    a. 14 days have passed since the last close contact with the sick or symptomatic individual; or
    b. the symptomatic individual receives a negative COVID-19 test.
F. Pursuant to Executive Order 2020-36, an employee shall not be discharged, disciplined, or otherwise retaliated against for staying at home for periods described above.
G. An employee who is allowed to return after the periods described above but declines to do so may subject to discipline, up to and including discharge.
H. To the extent that the employee has no paid leave under state or federal law or accrued paid vacation leave, personal leave or family leave, the leave may be unpaid.
I. Any child care workers at a child care located within a district building (including workers at disaster relief child care centers), are permitted to be physically present in District buildings, as determined by District administrators and to the greatest extent permitted by applicable executive orders or state law.
J. For purposes of this policy:
    a. The "principal symptoms of COVID-19" are fever, atypical cough, or atypical shortness of breath.

b. “Close contact” means being within approximately six feet of an individual for a prolonged period of time. Close contact can occur, for example, while caring for, living with, visiting, or sharing a health care waiting room with an individual.

Social Distancing Practices and Mitigation Measures

The District shall minimize the number of employees and contractors who are present in any District building to no more than is strictly necessary to perform the activities authorized by executive order and state law. The District shall promote work to the fullest extent possible.

Employees and contractors who are in a district building or on district property shall maintain a distance of at least six feet from one another to the maximum extent possible.

The District shall implement other social distancing practices and mitigation measures relating to COVID-19 as recommended by the Centers for Disease Control and Prevention and local health authorities to the maximum extent possible.

Self-Reporting by Employees and Contractors

To proactively take measures to minimize the spread of COVID-19 and keep our school community as safe as possible during this Public Health Emergency, employees and contractors shall self-report any COVID-19 related concerns. In the event that an employee or contractor is unable to self-report, the employee should make best efforts to notify the District, or have a member of the employee or contractor’s family notify the District, as soon as practicable under the circumstances.

Employees and contractors shall self-report any one of the following situations:

Quarantine

 You have been advised by a healthcare provider to self-quarantine
 You have self-quarantined as a preventative care measure because of COVID-19 related symptoms as described by
the Centers for Disease Control and Prevention (i.e. fever, cough, difficulty breathing)
 You are subject to a quarantine or isolation order

Care for Others

 You are caring for an individual who is subject to an order as described above
 You are caring for a son or daughter and the school or child care provider has been closed or is unavailable due to

COVID-19

 You must care for an at-risk family member who is following a requirement or recommendation to quarantine due to
exposure to or symptoms of COVID-19

Exposure

 You know or have reason to believe another employee has COVID-19 (see Board Policy 8450, Control of Casual
Contact Communicable Diseases)
 You have come into contact with someone who has tested positive for COVID-19
 You believe you have been exposed to COVID-19
 You are experiencing symptoms and are actively seeking a medical diagnosis

Diagnosis

 You have been diagnosed with/tested positive for COVID-19

Confidentiality

The District will take reasonable precautions to protect health information pursuant to all applicable laws and statutes, including, but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Family Education Rights and Privacy Act of 1974 (FERPA).

Emergency Paid Sick Leave

The Families First Coronavirus Response Act ("FFCRA") Emergency Paid Sick Leave Act provides eligible employees up to 80 hours of paid leave for one (1), or for a combination, of the following reasons:

A. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID–19.
B. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID–19.
C. The employee is experiencing symptoms of COVID–19 and seeking a medical diagnosis.
D. The employee is caring for an individual who is subject to an order as described in (1) above or has been advised as described in (2) above.
E. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID–19 precautions.
F. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Full time employees may be eligible for up to 80 hours of paid sick leave for one of the qualifying reasons. Part time employees may be eligible for up to a number of hours equal to the number of hours that such employee works, on average, over a 2-week period. Emergency Paid Sick Leave under the FFCRA shall not exceed 80 hours.

Paid sick time is calculated based on the employee's compensation and the number of hours the employee would otherwise be scheduled to work, except that in no event shall such paid sick time exceed:

A. $511 per day and $5,110 in the aggregate for reasons (1), (2), or (3) (above);
B. $200 per day and $2,000 in the aggregate for reasons (4), (5), or (6) (above).

An employee is not required to use accrued paid vacation leave, personal leave or family leave. An employee may elect to use accrued paid vacation leave, personal leave or family leave.

Paid sick time provided to an employee shall cease beginning with the employee's next scheduled work shift immediately following the termination of the need for paid sick time under the FFCRA.

Emergency Paid Sick Leave shall not carry over from one year to the next. If the federal law is extended beyond the expiration date of December 31, 2020, you may utilize up to 80 hours of paid sick leave in a calendar year pursuant to the terms defined above.

Emergency Family and Medical Leave Expansion

The FFCRA Emergency Family and Medical Leave Expansion Act (EFMLEA) provides eligible employees up to twelve (12) weeks of leave if the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.

An employee must have been employed for at least 30 calendar days to be eligible for leave under the EFMLEA.

The first ten (10) days for which an employee takes EFMLEA leave shall be unpaid, however the employee may be eligible for Emergency Paid Sick Leave, as described above.

Each day of leave after the initial 10 days expires shall be paid. Paid leave shall be calculated based on an amount that is not less than two-thirds of an employee's regular rate of pay and the number of hours the employee would otherwise be normally scheduled to work. Paid leave shall not exceed $200 per day and $10,000 in the aggregate.

Public Health Emergency means an emergency with respect to COVID–19 declared by a Federal, State, or local authority.

Child Care Provider means a provider who receives compensation for providing child care services on a regular basis, including an 'eligible child care provider' (as defined in section 658P of the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858n)).

School means an 'elementary school' or 'secondary school' as such terms are defined in section 8101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7801).

Son or Daughter means "a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age; or 18 years of age or older and incapable of self-care because of a mental or physical disability."

Documentation

An employee who needs to take leave under the Emergency Paid Sick Leave Act or EFMLEA should submit a written request with the following information:

A. The employee's name;
B. The date or dates for which leave is requested;
C. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
D. A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be care for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

Expiration
This policy and the requirements under this policy shall expire on December 31, 2020, unless state or federal law extends the expiration date.

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.*

Hygiene

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

Screening Students, Staff, and Guests

- Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Responding to Positive Tests Among Staff and Students

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- 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.

Food Service, Gathering, and Extracurricular Activities

- Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff wash hands before and after every meal. ɑ All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.

- If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

Cleaning

- Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.
- Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures should continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- 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 such products.

Busing and Student Transportation

- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- 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.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

Medically Vulnerable Students and Staff

- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

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

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: July 28, 2020

Signature of Board President: _____

Link to the approved Plan posted on the District website:

www.southfieldk12.org

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 Leader Submitting Plan: Dr. Jennifer Martin-Green

Date Received by the ISD: August 14, 2020

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