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# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 8/1/2020

**Name of District:** Harbor Beach Community Schools

**Address of District:** 402 S. Fifth Street, Harbor Beach, MI, 48441

**District Code Number:** 32060

**Web Address of the District:** [www. hbpirates.org](http://www.hbpirates.org)

**Name of Intermediate School District:** Huron Intermediate School District

**Name of Authorizing Body (if applicable):**



## Preparedness Plan Introduction

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

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

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

## Preparedness Plan Assurances

The 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.

HBCS will provide instruction in two basic formats. 1) Hard Copy Packets of materials will be delivered to homes if needed 2) on-line instructional supplemental materials will be provided to all. We believe the combination of hard copy packets and on-line resources should allow all students (those with Internet access and those without Internet access) access to learning materials and learning opportunities. Both general education and students with disabilities will be addressed.

For online capable homes/students we will provide a combination of YouTube videos, IXL on-line learning, Google classroom and hangouts, teacher created materials available for download, shared Google docs with links to activities, and a variety of other free or district paid for resources. Our primary Learning Managements System (LMS) is will be Google Classroom. Online content will require Internet access and in many cases access to the variety of online platforms we use in our schools. For these things students will need a tablet, iPad, 2-1 device, laptop, or smartphone. If a student needs a device and does not currently have one, the school will make one available at no cost to the student upon request (and signed agreement to return in good condition) We have made a commitment to remove barriers where possible. We will provide technologies and help to families or staff when requested. We have both mobile hotspots and devices (such as laptops and iPads) for loan. It is important to note that our area has spots where no internet and no cellular service is available regardless of cost.

Materials that parents/students will require for learning packets are limited. We believe packets can be completed with pencil/pen and in some cases crayon and calculators. We have designed these packets to be age and subject matter appropriate and intentionally require very little materials that would not be found around any home. However, basic materials will be sent home in packets where appropriate. Also we will have “TO GO Packets” sent home as needed. TO GO Packets will contain various materials that wouldn’t regularly be in homes but would be needed for instruction, whether that be online or hard copy packets.

To the best of our abilities we will follow these recommended daily student learning times (note some daily variations will occur) :

Length of Instruction			
	Core	SEL	Non-Core
Preschool	30-60 mins total all cores	10 mins	30-60 mins
Kdg - 2nd	30-50 per core subject	15-30 mins	15-30 mins
3rd - 5th	35-55 mins	15-30 mins	15-30 mins
6th - 12th	20-60 mins	15-30 mins	40-60 mins

- No student should have more than 6.5 hours of total work per day

Time of Instruction		
	Mon-Thurs	Friday
Preschool to 5th Grade	7:30-9:30	8:00-9:30
6th - 8th	9:30-11:45	9:30-11:00
9th - 12th	11:45-2:45	11:45-1:30

**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.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district communication including; students, parents and all staff; also all handbooks, all student orientations, and all staff orientations. (Before School Begins on Sept 8, 2020 and during the month of September)
- Students and parents will be given access to safety video on the wearing of and expectations for maintenance of face coverings. (Before School Begins on Sept 8, 2020 and during the month of September)
- 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. (Completed by Sept 1)
- Fabric face coverings will be provided as needed to every student and staff member on a daily basis. (On going during Phase 4)
- Fabric and clear face coverings will be provided to preK-5 teachers and special education teachers K-12 with the requirement to wear the clear mask during instruction. All support staff members working primarily with K-5 will also be included. Any other teacher at any grade level may also request a clear face covering if they so choose. (Completed by Sept 1)
- Individuals (staff or students) who claim medical exemption will need to meet building or district administration to provide rationale AND signed written doctor's excuse. (Begins Aug. 17 and continues throughout the school year)
- Exempted individuals will be recorded in a master database (Begins Aug. 17 and continues throughout the school year)
- PreK-5 students will not be required to wear a face covering once they are situated in the classroom unless the classroom activity dictates extreme interaction (Sept 8 and throughout the year).
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be reminded to do so. Staff will use a common sense approach to giving students an opportunity to put masks on. If a student needs relief or a break from a mask the staff member may allow this within the guidelines of the specific building and no more than 1 student at a time (using a pass is preferred).. For example, a student may be given 5 minutes to stand outside for relief.
- Students showing patterns of non-compliance with mask wearing will be asked first to meet with the teacher(s) involved to explain the reasoning. If non-compliance continues, the student will meet with the principal and teacher(s). If noncompliance continues the student's parents will be notified of each instance of non-compliance by the administration and the parent, admin, student, and teacher will devise a plan to stay in class. Continued removals from the school building could result in placement into remote instruction.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures.
- At this time there will be no "Guests" allowed in the school building without permission of the building principals. Those with permission will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times.
- During the day; those picking up students from school, visiting students, or dropping off student items during the school day must remain in the office. Either the student will be brought to the individual visitor or the items will be taken to the student by a staff member

## 2. Hygiene

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

- Every classroom will be supplied with a fixed or portable handwashing station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash 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 and signage posted and will communicate with students these protocols
- Proper Hand-washing will be taught at the preschool - 5th grades and 6th -12 grade rooms will review proper hand washing.
- Proper ways to cough (into the elbow) and sneeze will be taught preschool to 5th grade and review 6th-12th grades. This will include proper disposal of tissue.
- Teachers and/or school nurse will teach students the cough, sneeze and handwashing beginning on the first day of classes and as needed throughout the year.
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, video, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Sharing school supplies will be limited as much as possible, and each student will have their own supply box for materials whenever practical.
- A list of supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.
- Staff must practice the same hygiene rules that rules as noted for students. Staff must be role model at all times.

### 3. Cleaning

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

- 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 the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. We will meet at minimum once a month to review changes in guidance.
- The district and buildings will coordinate our effort with our on campus Student Health Center.
- To the best of our ability and assuming availability, all cleaning supplies will be in compliance with the EPA-approved measure related to killing the Coronavirus and eliminating the spread of COVID-19.
- Cleaning supplies will be present throughout the building including each classroom and large spaces where students gather. These supplies will be stored safely, and used between class periods in all classrooms.
  - *All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels and gloves in order to address new cleaning protocols. After each class period staff must wear gloves and mask to clean hard surfaces. (This includes areas classroom and those specifically mentioned in the Return To Learn document: all special classrooms i.e. art, music, gym and media centers).*
  - *MS and HS staff will clean these surface between each class period and elementary after each transition out of the room (before returning from lunch, before returning from specials, before returning from any “extra recesses”, etc)*
- Custodial staff will walk the building wiping all high frequency usage items (door handles/pulls, benches, etc) at 7:00 a.m., 10:00 a.m. 1:00 p.m, 4:00 p.m and following any evening activities in the building.

- Playground equipment will be cleaned three times a week.
- A training on cleaning materials and protocols will be provided to the staff the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

#### 4. Athletics

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

- All athletics will strictly follow the guidelines set forth by MSHAA. The most recent guidelines can be found at: <https://www.mhsaa.com/Portals/0/Documents/AD%20Forms/MHSAA%20Summer%20Guidance%20Update%202.pdf> (Updated June 9, 2020)
- Please note extra curricular activities including operations of clubs and other school groups must have approval of the building principal or superintendent. It is expected that all after school activities minimally abide by the MHSAA guidelines listed here.

#### 5. Screening

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

- A copy of our screening and exposure plan will be released to be reviewed by the County Health Department. This plan will be reviewed monthly with the District Admin Team and the Health Department along with the status of any referrals from the prior month.
- Each school building will identify a remote and secluded room, to serve as an isolation area. This room will be outfitted with appropriate PPE including face shields, gloves, sanitizing wipes, log sheets, and be visible to a staff member at all times (video surveillance, where appropriate and available).
- The student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 3 hour intervals until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing. This will be noted on the log
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- 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. This will be noted on a separate log sheet.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals, as needed.
- 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. <https://forms.gle/Vf2TRHougZQtbNT47>
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google Form as well as through email to secretary and admins. The school administrators will monitor this form daily and follow up with any symptomatic

person to direct where, when, and how to get tested and to report those results back to the school as soon as available. Completing Skyward record of attendance and noting absences in the subsystem is required of all individuals.

- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

## 6. Testing

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

All testing will be coordinated with the advice of Huron County Health Department and local health officials. We will follow the recommendations of the Health Department as it relates to quarantine and testing. We will also coordinate with Huron County Health Department when considering when it is safe for individuals to return to school.

## 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).

- Contact will be made to TAT that support the district to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A bi-weekly meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for level IV and discuss concerns or issues arising. This process is for HBCS drivers as well.
- 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 in which to brace/mount the hand sanitizer at the entrance of each bus will be provided
- An ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.
- 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 video will be maintained for a period of 90 days. Clearing will be done again before each trip.
- Plexiglass shields will be installed to protect the driver.???????
- 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 will be sent out weekly to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless "It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering."
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- 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.**

When in Phase 5 the district intends to continue to offer online options for all students K-12 for the remainder of the 2020-2021 school year. When in Phase 5 the HBCS District will recommend but not require masks for all staff and students. This recommendation would include all grades during transportation to and from school and while in common areas. In Phase 5 our district will continue the practices and policies related to visitors coming during the as outlined above in Phase 4. While in Phase 5 we will continue all practices related to teaching of proper handwashing, sneeze, and cough as outlined in Phase 4 above. We will also continue cleaning with EPA approved measures related to killing the Coronavirus. Cleaning supplies will remain present in all classrooms and teachers will continue to be encouraged to clean between each class hour. In Phase 5 custodial staff will continue the practice of wiping all high frequency usage items (door handles/pulls, benches, etc) they will shift to a once a day cleaning of these items. While in Phase 5 the district will strictly abide by all MHSAA guidelines related to safety practice for athletes and these same practices will be implemented for all clubs and after school groups. We will continue the practice of working with the Huron Area Health Department recommendation related to screening and tracing of all communicable diseases.

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*.

As mentioned above: we will continue visitor protocols and we will continue to use products proven to have COVID-19 killing properties. We will continue a higher level of cleaning than previous to the COVID-19 outbreak, but it will decrease slightly from Phase 4. We will continue to follow the advice of our local health department as it relates to contact tracing, tracking, and exclusion from school.

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*.

The district will recommend but not require face mask wearing in Phase 5.

**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 we will exclude some highly recommended protocols for Phase 4. We have abided by all required protocols and in some cases go beyond the Highly Recommended.

## 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 5, 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: Harbor Beach Community Schools**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 14, 2020**

**Date Submitted to State Superintendent and State Treasurer: August 13, 2020**