

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District:** Hastings Area School System

**Address of District:** 232 West Grand St Hastings, MI 49058

**District Code Number:** 08030

**Web Address of the District:** <https://www.hassk12.org/>

**Name of Intermediate School District:** Barry ISD

**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.

All Hastings Areas School System (HASS) students in grades 6-12 will have an Edgenuity Account and a Chromebook to access this account (as needed). For those students/families without Internet connection, hotspots -or other appropriate devices- will be provided by the district. Student progress in Edgenuity will be monitored by their assigned teacher in that particular course/subject area. This method should allow for seamless transition between on-site and off-site educational approaches and allow for easy transitions between the two as needed.

If online access is not available, the district will provide weekly instructional packets as needed. All students will have access to grade-level /course textbooks/resources as needed to complete work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.

Students in grades PreK - 5 will be utilizing online resources as well as needed. We will be utilizing a combination of Accelerate Education curriculum and curriculum created by our teachers.

Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, etc.) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform, with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

All course standards, whether done in person or virtually, will be based on the appropriate Michigan Standards.

- 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.

Hastings Area Schools will comply with all face mask requirements as mentioned in the Michigan Safe Start Plan. We have purchased numerous masks and will encourage families to provide a mask for their child that s/he will feel most comfortable wearing (either as their main mask or a backup as needed).

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. (Aug. 1 - Aug. 30)
- Face coverings will be provided to preK-5 teachers with the requirement to wear during instruction. Any teacher may request a clear face covering if they so choose. (Order by Aug. 15)
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. (Begins Aug. 15 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
- 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 issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on.
- Guests to the school building (substitute teachers, etc) 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. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator. Guests will only be permitted if they are substituting or supporting students. Traditional visitors/guests will not be permitted.

## 2. Hygiene

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

Hastings Area Schools will have hand sanitizer readily available in each classroom and hand sanitizer stations established throughout our facilities (commons areas, cafeterias, hallways, high traffic areas, etc.). In cooperation with our local Health Department, we are utilizing a training video for our students on proper handwashing and hygiene.

HASS will have scheduled handwashing times at our elementary schools at least two times a day at appropriate transitional times.

Hastings Area Schools will also post signage around each of our buildings reminding kids/staff/guests about the importance of adequate hand washing and appropriate hygiene processes (this will be done in cooperation with the Barry/Eaton County Health Department BEHD).

A schedule for checking for soap and hand sanitizer availability will be established with Grand Rapids Business Services (GRBS).

Family members or other guests are not allowed in the school building except under extenuating

circumstances determined by district and school officials.

### 3. Cleaning

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

In concert with GRBS (HASS' cleaning company), our administrative team, and our teaching staff, we will establish schedules for checking on soap/sanitizer levels and establish and post cleaning protocols for all required areas mentioned in the Michigan Safe Start Plan (media centers, computer labs, playground equipment, classrooms, etc.). We will be establishing classroom protocols with our students that will dedicate the last three minutes of each class period to cleaning desks, tables, chairs, etc. Appropriate cleaning material and PPE will be provided by the district as required by the MI Safe Start Plan.

### 4. Athletics

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

HASS' Athletic Director will review and become familiar with the guidance published by the MHSAA and share this information with the entire coaching staff, students, and parents. Proper handwashing and other appropriate hygiene measures will also be taught, monitored, and enforced, as will the cleaning of all equipment. Individual water bottles will be utilized instead of group hydration stations. State requirements for spectators will be communicated to parents and appropriate signage will be utilized as well.

### 5. Screening

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

The district has already been working with the local health agency (BEHD) to establish appropriate screening procedures for students and staff.

- A screening and exposure plan will be created with the County Health Department. This plan will be reviewed monthly by The District 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.
- From the time of identification of potential infection, a student will not be left unattended 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
- 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.
- All school staff will be required to conduct a health safety self assessment at home prior to

coming to work

- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school in a timely fashion.
- 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).

The district has already been working with the local health agency (BEHD) to establish appropriate testing procedures for students and staff. If/when a student, staff member, or visitor tests positive for the CoronaVirus, the district will work with the BEHD to establish appropriate responses, from communicating to parents to closing buildings. This plan is currently being developed and will be communicated upon its completion.

## 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).

HASS has ordered hand sanitizer dispensers for all buses with appropriate backups as needed. Students and drivers will be instructed to use the sanitizer upon entering all school transportation vehicles. Face coverings will be required of all passengers and drivers. Cleaning and disinfecting protocols will be established, posted, and communicated to all passengers and drivers. Transportation protocols for sick students will be established by administration and communicated to students, parents, and drivers.

- 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 will be maintained for 90 days.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any 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.
- On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

### 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.

All of the above requirements will be considered "Strongly Recommended" to staff and students in the event Hastings Areas Schools reaches Phase 5. Common sense will be our guide.

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

We will continue to educate students and staff on proper hand washing protocol and proper hygiene. We will also continue to establish a "quarantine area" and designate a staff person to care for those students who are ill. Symptomatic students will continue to be sent home from school and should be kept home unless these students either test negative for Covid-19 or symptoms have completely dissipated. We will also encourage all students, staff, and parents to monitor their own health and conduct daily self-examinations (temperature, etc.).

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*.

Facial coverings should be considered for K-5 students and students with special needs in classrooms.

- Facial coverings should be considered for preK students and students with special needs in hallways and common areas.

Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

- Teachers should maintain six feet of spacing between themselves and students as much as possible.

Floor tape or other markers should be used at six foot intervals where line formation is anticipated.

- Provide social distancing floor/seating markings in waiting and reception areas.

- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

- Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees

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

## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for*



approval by August 15 or seven days before the first day of school, whichever comes first.

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: July 20th, 2020**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:** *www.hastings12.org*

**Link to the approved Plan posted on the District/PSA/nonpublic school website:** *www.hastings12.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/PSA/Nonpublic Leader Submitting Plan: Hastings Area School System** *Supt. Denise Remenap*

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:** *Aug. 3, 2020*

**Date Submitted to State Superintendent and State Treasurer:**  
*Aug 12, 2020*

*Richard P. Franken*  
*Supt., Bangor ISD*  
*08/12/2020*