



# MI Safe Schools Roadmap

## Van Buren Intermediate School District

2020-21

Version 1.0  
07.27.2020

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# Assurances

Van Buren Intermediate District commits to implement the following as outlined in the Governor's Executive Order 2020-142.

1. The District assures that when it provides in-person instruction to its students without disabilities, the district will also provide in-person instruction to its students with disabilities, consistent with their individualized education plans.
2. The District assures that when schools are closed to in-person instruction, the district will 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 includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
3. The District assures that while any state of emergency or disaster-related to the COVID-19 pandemic continues, it will 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.
4. The District assures that it will, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students in light of the school closures during the 2019–2020 school year.
5. The District assures that during Phase 1, 2 or 3 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.
6. The District assures that during Phase 1, 2, or 3 it will suspend athletics, after-school activities, inter-school activities, and busing.
7. The District assures that during Phase 1, 2 or 3 it will provide for the continued payment 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
8. The District assures that during Phase 4 it will prohibit indoor assemblies that bring together students from more than one classroom.

# Guiding Research

## Primary Research and Guidance

- [CDC Guidelines \(as of July 2020\)](#)
- [Centers for Disease Control and Prevention Coronavirus \(Covid-19\)](#)
- COVID - 19 Workplace Toolkit - Van Buren/Cass District Health Department
- General Education Leadership Network (GELN) Back to School Plan - [Version 1.0](#) “Do First”
- Local District Surveys of Teachers, Parents, and Students regarding their experiences with remote learning from Spring 2020
- [MAISA Remote Learning Guidance](#)
- Michigan’s [Home-based Early Childhood Services](#) Guidelines
- Michigan LARA [Guidelines for Safe Child Care Operations During COVID-19](#)
- [MI Safe Schools: Michigan’s 2020- 21 Return to School Roadmap](#)
- [MSU Outreach and Engagement: Reopening Schools During the Covid-19 Pandemic](#)
- [NIET Planning Guide: Scenarios and Considerations for 2020-2021](#)

## Secondary Research Support & Resources

- CDC’s [How to Safely Wear and Take Off a Cloth Face Covering](#)
- CDC’s [Cleaning & Disinfecting Your Facility](#)
- [Educational Service Center Considerations for Reopening School](#)
- [Hanover Research: Offline Equity Best Practices](#)
- High-Quality CTE: Planning for a COVID-19 Impacted School Year (Associated For Career & Technical Education)
- [K-12 District Reopening Checklist](#) - Hanover Research and Washington Association of School Administrators
- Michigan State University - [Reopening Schools During the COVID-19 Pandemic An Overview of Guidance for School Districts](#)
- Opportunity Labs - State Level Projects
  - [Launch Nebraska](#) (Nebraska)
  - [Path to Recovery for K-12 Schools](#) (Georgia)
  - [Roadmap for Opening Schools](#) (Arizona)
- [MDE Covid-19 Information & Resources](#)
- MIOSHA Safe Work Protocols ([link](#))
- [Return to School Roadmap](#)
- [Transcend Playbook of Tools and Guidance](#)

# VBISD Preparedness Plan

In accordance with Executive Order 2020-142 a plan must include all the following parts:

## Phases 1-3

Refer to [VBISD Continuity of Learning Plan](#) as well as additional resources created during our county-wide planning in June 2020. Link to this work regarding instruction during [Phase 1-3](#) can be found here. Please refer to the [VBISD Early On Preparedness Plan](#) for Phases 1-3.

## Phase 4

### Face coverings

#### **District and Building Implementation Plan:**

[VBISD Special Education Department Procedure for Personal Protective Equipment- Phase 4](#)

[VBISD VB Tech Procedure for Personal Protective Equipment](#)

[GSRP Phase 4 Guidance-Personal Protective Equipment \(pages 3\)](#)

[VBISD Early On Preparedness Plan](#) (page 1)

- 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)
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Aug. 1 - Aug. 30)
- 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 Aug. 15)
- Students and staff will be encouraged to bring their own face coverings. Fabric face coverings will be ordered and provided to every student and staff member on a daily basis who need them. These will be placed on busses and in the classrooms every evening by the custodial and transportation staff. (Delivery taken by Aug. 15)
- Fabric and clear face coverings will be provided to PreK-5 teachers with the requirement to wear a clear mask during instruction. Any other teacher at any grade level may also request a clear face covering if they so choose. (Delivery taken by Aug. 15)
- Face coverings will be turned in at the end of the day; in some cases these will need to be collected by bus drivers as students exit the bus. (Daily, beginning on the 1st day of school)

- Face coverings will be washed daily by the custodial staff and stored appropriately for distribution. (Daily, beginning on the first day of staff reporting)
- 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)
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.
- PreK-5 students will not be required to wear a face-covering once they are situated in the classroom unless the classroom activity places them in close proximity (2 feet or less) to other students.
- 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. The instance will be documented as a log entry in PowerSchool.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- 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 up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face-covering upon signing in at the main office and will be instructed to wear 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.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

## Hygiene

### **District and Building Implementation Plan:**

[VBISD Special Education Department Procedures for Hygiene & Cleaning - Phase 4](#)

[VBISD VB Tech Procedures for Hygiene & Cleaning - Phase 4](#)

[GSRP Phase 4 Guidance-Hygiene \(page 4\)](#)

[VBISD Early On Preparedness Plan \(page 2\)](#)

- 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 low during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
  - Hand-washing schedule
  - Room and materials cleaning schedule
- Teacher or school nurse will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video)
  - Proper handwashing on the first day of school and reinforce weekly or more often if needed
  - How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
  - Procure adequate soap, hand sanitizer, paper towels, tissues by the start of the school year
  - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
  - Monitor hygiene supplies and refill as needed
  - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 14
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course.

## Spacing and Movement

### **District And Building Implementation Plan:**

[VBISD Special Education Department Procedures for Spacing & Movement - Phase 4](#)

[VBISD VB Tech Procedures for Spacing & Movement - Phase 4](#)

[GSRP Phase 4 Guidance-Spacing and Movement \(page 5\)](#)

[VBISD Early On Preparedness Plan \(page 5-7\)](#)

- Building/facility leaders and custodial staff will walk through each building by July 1 to assess the number of desks, tables, the capacity to physically distance with existing student

enrollment and furniture.

- Building/facility leaders will determine what furniture or supplies can be removed from the building or what alternate furniture can be used to create greater physical distance. The current physical distance between students and staff in district buildings ranges from 3 to 5.5 feet after those accommodations. Large tables rather than individual desks are used in grades 4 and 5.
- Hallways, cafeteria, entry, and sidewalks will be marked in 6-foot increments by August 20.
- Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance requirement.
- Restroom sinks will be disabled and marked out of order if they are closer than 3 feet.
- Visitors to the building will check in through the office. (Plexiglass barriers will be installed at the check-in kiosk.)
- Track all adult visitors entering the building. Only essential visitors (ISD Consultants, State Agency Workers, College Representatives, etc.) will be permitted limited access to interact with students, and only after reviewing and signing off on all safety expectations. Visitors will be required to sign out through the office to document the time, purpose, and locations visited in the building.

## Screening Students and Staff

### **District and Building Implementation Plan:**

[VBISD Special Education Department Procedure for Staff Screening - Phase 4](#)

[VBISD Special Education Department Procedure for Student Screening - Phase 4](#)

[VBISD VB Tech Procedure for Staff Screening - Phase 4](#)

[VBISD VB Tech Procedure for Student Screening - Phase 4](#)

[GSRP Phase 4 Guidance-Spacing and Movement \(page 6\)](#)

[VBISD Early On Preparedness Plan \(page 3-4\)](#)

Other Employees not covered in procedures above:

- A copy of the District's screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the VBISD Directors Council and the Health Department along with any referrals from the prior month.
- Each school building will identify a remote and secluded room. This room will be outfitted with appropriate PPE.
- Each building will have an identified and trained staff person to serve as the "quarantine officer".
- From the time of identification of potential infection, the student will be monitored by the quarantine officer, 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.
- A designated person (office staff) will contact the student/family to receive a status update before the student can return to school.
- If directed by the Van Buren/Cass Health Department, during the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The Van Buren/Cass Health Department will be contacted if needed after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and report those results back to the school as soon as available.

#### Testing Protocols for Students and Staff and Responding to Positive Cases

##### **District and Building Implementation Plan:**

[VBISD Special Education Department School Response to Symptoms & Positive Cases - Phase 4](#)

[VBISD VB Tech School Response to Symptoms & Positive Cases - Phase 4](#)

[GSRP Phase 4 Testing Protocols for Students & Staff and Responding to Positive Cases \(page 7\)](#)

[VBISD Early On Preparedness Plan](#) (page 4)

- All guidance will be directed from the Van Buren/Cass Health Department.

#### Responding to Positive Tests Among Staff and Students

##### **District and Building Implementation Plan:**

The district and buildings will follow the above guidelines. VBISD will have a continuous dialogue with the Van Buren/Cass Health Department to assure proper protocols are in place.

## Food Service

### **District and Building Implementation Plan:**

[VBISD Special Education Department Procedures for Student Meals - Phase 4](#)

[VBISD Special Education Department Procedures for Staff Meals & Breaks - Phase 4](#)

[VBISD VB Tech Procedures for Food Service](#)

[GSRP Phase 4 Guidance-Food Service \(page 8\)](#)

## Gatherings and Extracurricular Activities

### **District and Building Implementation Plan:**

[VBISD Special Education Department Procedures for Visitors - Phase 4](#)

[VBISD Special Education Department Procedures for Gatherings & Special Activities - Phase 4](#)

[VBISD VB Tech Procedures for Visitors - Phase 4](#)

[VBISD VB Tech Procedures for Gatherings & Special Activities - Phase 4](#)

[GSRP Phase 4 Guidance-Gatherings & Extracurricular Activities \(page 9\)](#)

## Cleaning

### **District and Building Implementation Plan:**

[VBISD Special Education Department Procedures for Hygiene & Cleaning - Phase 4](#)

[VBISD VB Tech Procedures for Cleaning - Phase 4](#)

[VBISD Procedures for Cleaning - Phase 4](#)

[GSRP Phase 4 Guidance-Cleaning \(page 9\)](#)

[VBISD Early On Preparedness Plan \(page 2\)](#)

## Busing and Student Transportation

[GSRP Phase 4 Guidance-Busing and Student Transportation \(page 10\)](#)

### **District and Building Implementation Plan:**

- When feasible, VBISD will be following all of the transportation recommendations outlined in the [Phase IV planning](#)
- VBISD will be mounting hand sanitizer upon the entrance to all vehicles. Students and drivers will be expected to utilize it upon every entrance.
- The bus driver, staff, and all students will wear facial coverings while on the bus unless unable due to medical reasons or unsafe for driving.
- All VBISD vehicles will be thoroughly cleaned and sanitized before and after each route. An additional deep clean will take place on a weekly basis. Particular attention will be given to frequently touched areas.
- All school equipment in the vehicle will be cleaned, sanitized, and disinfected daily. The district will communicate with parents about cleaning student-owned property that is being transported by school vehicles.
- VBISD is asking parents to keep all sick students home and will also assess student temperatures upon arrival to school. Since VBISD provides curb to curb transportation, students who display COVID-19 symptoms when entering the vehicle can be left home.
- Students and transportation staff who present with COVID-19 symptoms during the day will be isolated and not allowed to enter school-owned vehicles that may transport other students.
- Vehicles will have adequate ventilation when cleaning or transporting (when weather permits).
- VBISD will provide all transportation staff with training related to any new procedures adopted as a result of COVID-19.
- Individual school buildings have arranged appropriate drop-off and pick up with transportation to ensure students are screened and avoid large gatherings.
- Given the reduced student population in VBISD special education programs, we will be social distancing in the vehicles whenever feasible. VBISD will be limiting any use of vehicles outside of regular transportation to and from home.
- VBISD will assess the needs of all staff members regarding health and safety.
- Transportation will be included in any student IEP in which there may be significant transportation concerns that need to be addressed.

## Medically Vulnerable Students and Staff

### **District and Building Implementation Plan:**

[VBISD Procedures for Medically Vulnerable Students & Staff - Phase 4](#)

[VBISD VB Tech Procedures for Medically Vulnerable Students & Staff - Phase 4](#)

[GSRP Phase 4 Guidance-Medically Vulnerable Students and Staff \(page 10\)](#)

[VBISD Early On Preparedness Plan \(page 8-9\)](#)

## Mental & Social-Emotional Health

### **Screening and Referral Process To Identify and Support The School Community**

[VBISD Special Education Department Procedures for Social-Emotional Health Support for Students - Phase 4](#)

[VBISD Special Education Department Procedures for Social-Emotional Health Support for Staff - Phase 4](#)

[VBISD VB Tech Procedures for Social-Emotional Health Support for Staff - Phase 4](#)

[GSRP Phase 4 Guidance-Mental & Social Emotional Health for Students & Staff \(page 11\)](#)

[VBISD Procedures for Social-Emotional Health Support for Students - Phase 4](#)

[VBISD Procedures for Social-Emotional Health Support for Staff - Phase 4](#)

[VBISD Early On Preparedness Plan \(page 10-11\)](#)

## Busing and Student Transportation

[GSRP Phase 4 Guidance-Busing and Student Transportation \(page 10\)](#)

### **District and Building Implementation Plan:**

- When feasible, VBISD will be following all of the transportation recommendations outlined in the Phase IV planning  
[https://docs.google.com/document/d/16NbrlTIpG\\_uu0mPhhoSx7kGiHKKtu9v1snXYGmoDfU/edit](https://docs.google.com/document/d/16NbrlTIpG_uu0mPhhoSx7kGiHKKtu9v1snXYGmoDfU/edit)
- VBISD will be mounting hand sanitizer upon the entrance to all vehicles. Students and drivers will be expected to utilize it upon every entrance.
- The bus driver, staff, and all students will wear facial coverings while on the bus unless unable due to medical reasons or not safe for driving.
- All VBISD vehicles will be thoroughly cleaned and sanitized before and after each route. An additional deep clean will take place on a weekly basis. Particular attention will be given to frequently touched areas.

- All school equipment in the vehicle will be cleaned, sanitized, and disinfected daily. The district will communicate with parents about cleaning student-owned property that is being transported by school vehicles.
- VBISD is asking parents to keep all sick students home and will also assess student temperatures upon arrival to school. Since VBISD provides curb to curb transportation, students who display COVID-19 symptoms when entering the vehicle can be left home.
- Students and transportation staff who present with COVID-19 symptoms during the day will be isolated and not allowed to enter school-owned vehicles that may transport other students.
- Vehicles will have adequate ventilation when cleaning or transporting (when weather permits).
- VBISD will provide all transportation staff with training related to any new procedures adopted as a result of COVID-19.
- Individual school buildings have arranged appropriate drop-off and pick up scheduled with transportation to ensure students are screened and avoid large gatherings.
- Given the reduced student population in VBISD special education programs, we will be social distancing in the vehicles whenever feasible. VBISD will be limiting any use of vehicles outside of regular transportation to and from home.
- VBISD will assess the needs of all staff members regarding health and safety.
- Transportation will be included in any student IEP in which there may be significant transportation concerns that need to be addressed.

## Phase 5

Phase 5 planning for VBISD is included in the Phase 4 portion of this document with exceptions needed in response to the Covid-19 Pandemic.

## Final 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: 8/5/2020**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [Board Meeting Minutes\\_August 2020](#)**

[Link to the approved Plan posted on the District/PSA/nonpublic school website](#)

**Date Submitted to State Superintendent and State Treasurer: 8/17/2020**