

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Name of District: Bangor Township S/D #8

Address of District: 29842 66th St., Bangor, MI 49013

District Code Number: 80-240

Web Address of the District: www.vbisd.org

Name of Intermediate School District: Van Buren Intermediate School District

Name of Authorizing Body (if applicable): NA

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.

[Continuity of Learning Plan](#) from Spring 2020

There will be an option for Google Classrooms to be used for remote instruction once devices and hotspots are acquired.

- 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.

See bulleted items below for Bangor Township S/D #8’s plan.

Personal Protective Equipment

REQUIRED

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member

that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- PreK-5 and special education teachers should consider wearing clear masks.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.
- ~~N/A as Transportation is not provided. Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.~~
- Facial coverings must always be worn in common areas by K-8 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
 - Homemade facial coverings must be washed daily. Teachers will be responsible for providing and washing their own homemade cloth masks.
 - Disposable facing coverings must be disposed of at the end of each day.
 - Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- ~~N/A - Bangor Township S/D #8 is a One-Room Schoolhouse. Therefore, there is only a common area, which is referenced in the above bullet. Facial coverings must be worn in classrooms by all students' grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.~~
- ~~N/A - Bangor Township S/D #8 is a One-Room Schoolhouse. Therefore, there is only a common area, which is referenced in the bullet two above this one. All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.~~

2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23). [DISTRICT](#), [BUILDING](#), [CLASSROOM](#), [STUDENT](#)

See bulleted items below for Bangor Township S/D #8's plan.

Hygiene

REQUIRED

- 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 hand washing techniques).
- Teach and reinforce hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

3. Cleaning

Please describe how you will implement the cleaning **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27). [DISTRICT](#), [BUILDING](#), [CLASSROOM](#), [STUDENT](#) (Bangor Township S/D #8 has one building and one classroom.)

See bulleted items below for Bangor Township S/D #8's plan.

Cleaning

REQUIRED

- **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 by the teachers.
- ~~Libraries, computer labs, arts, and other hands-on classrooms~~ Computers must undergo cleaning after ~~every class period~~ each student use 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~~ school day. Students have one assigned seat.
- 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, masks, or the combination of a surgical mask **and** face shield worn **together** 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):

N/A Bangor Township S/D #8 does not have Athletics.

Athletics

REQUIRED

- 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 be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact 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).

See bulleted items below for Bangor Township S/D #8's plan.

Screening Students and Staff

REQUIRED

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

6. Testing

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

Screening Students and Staff

REQUIRED

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. Gary Brown, Chief Safety & Compliance Officer at VBISD, will serve as a conduit for this when needed.
- If feasible, conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and students.
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

7. Busing and Student Transportation N/A as Transportation is not provided

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28). [Sample supports for Transportation can be found here](#)

N/A as Transportation is not provided

Transportation Cleaning/Health Protocols

Inspect all buses and transport vehicles for cleanliness and safety.

- Inventory, collect, and purchase cleaning equipment and hygiene supplies with the understanding that buses will be disinfected more frequently and thoroughly than previous years. Use products recommended by the CDC, local health departments, and/or risk management professionals. Some of these products are listed on this website from the U.S. Environmental Protection Agency (EPA)

- Conduct worksite hazard assessments to identify COVID-19 prevention strategies, such as appropriate use of cloth face coverings or personal protective equipment (PPE), and follow the prevention strategies.
- All vehicles will have hand sanitizer that will be used upon entrance to the vehicle.
- All staff and students preK-12 will wear facial coverings while on the bus unless there is a medical or other reasonable exception as outlined in the Return to School Roadmap.
- Consideration should be given to whether additional PPE is necessary in respect to cleaning, disinfecting, and sanitizing.
- Thoroughly clean buses at least once a week and disinfect all buses and transportation vehicles before and after routes.
- Wait 24 hours before cleaning and disinfecting a bus/transportation vehicle that transported a passenger or had a driver who tested positive for COVID-19 or exhibited symptoms of COVID-19. If 24 hours is not feasible, wait as long as possible. Affected buses can be used immediately after cleaning and disinfection.
- When feasible, doors and windows will remain open for cleaning and increased air circulation.
- Students that become sick will not be transported in a vehicle used for group transportation. Staff who become sick will not return to drive students until cleared by protocols outlined by the health department.
- The following cleaning protocol will be adopted...

https://docs.google.com/document/d/1X2uke9Hfwz66_1T4k4O8kyYhv0LgwfGQ68fuztL-Un8/eopy

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.

Type district response here

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*. (see rows below for **HIGHLY RECOMMENDED**) See sample resources here [DISTRICT](#), [BUILDING](#), [CLASSROOM](#), [STUDENT](#)

Audit necessary materials and supply chain for cleaning and disinfection supplies.

Coordinate with Local Emergency Management Programs (LEMP) for support with procurement of cleaning and disinfection supplies.

Advocate for ISDs to coordinate with LEMPs.

Provide school-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds. Frequently touched surfaces should be cleaned several times a day.

Alert school-based custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.

Custodial staff should continue deep cleaning over the summer.
Audit all school buildings with a focus on:
- How many classrooms are available;
- The size of each classroom;
- Additional spaces that are available (e.g., gym, lunchroom, auditorium); and
- The ventilation in each classroom.
Audit school security protocols to decide if any process changes need to be implemented.
Maintain facilities for in-person school operations.
- Check HVAC systems at each building to ensure that they are running efficiently.
- Air filters should be changed regularly.
- Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom the classroom so that these materials can be used upon entry and exit. into any discrete location and during travel between sites.
- Signage about frequent handwashing, cough etiquette, and nose blowing should be widely posted, disseminated, and encouraged through various methods of communication.
- Custodial staff should follow guidance from the CDC about the use of facial coverings and special respirators at use when performing cleaning duties.
School leaders should conduct and document a facility walk-through with the custodial services team to ensure that the classrooms, common spaces, and the exterior are ready for staff and students.

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*. (see rows below for **HIGHLY RECOMMENDED**)

N/A as Bangor Township S/D #8 is a one-room schoolhouse. Audit any additional facilities that the district may have access to that could be used for learning.
This will be provided by an outside cleaning service. Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.
An outside cleaning service will be working with the School Board and teachers in order to follow all recommended cleaning guidelines issued by OSHA and CDC. Encourage schools to provide advanced training for custodial staff.
- N/A - Bangor Township S/D #8 does not have School security staff. School security staff should follow CDC protocols if interacting with the general public.
This language has been altered to reflect the physical environment at Bangor Township S/D #8. Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and classroom the classroom so that these materials can be used upon entry and exit. into any discrete location and during travel between sites.
The school will have disposable masks available and will have some made for anyone who needs one. Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low-income students, and students with special needs.
An outside cleaning service will be responsible for providing their own surgical masks. Procure level-1 surgical masks for cleaning and janitorial staff.

- 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**. (SEE below for *HIGHLY RECOMMENDED*)

Personal Protective Equipment

Strongly Recommended

- Facial coverings should be considered for ~~preK students and~~ (N/A since there are no **PreK Students at Bangor Township S/D #8**) students with special needs in hallways and common areas.
 - ~~N/A since Bangor Township S/D #8 is a K-8 One-Room Schoolhouse. Facial coverings are not recommended for use in classrooms by children ages 3 and 4.~~
 - ~~N/A since Bangor Township S/D #8 is a K-8 One-Room Schoolhouse. Facial coverings should never be used on children under age 2~~

Hygiene

Strongly Recommended

- ~~Procure portable hand washing and/or hand sanitizing stations to set up throughout school buildings. (N/A since Bangor Township S/D #8 is a K-8 One-Room Schoolhouse.)~~

Spacing, Movement and Access

Strongly Recommended

- ~~Students will be placed in clusters with family members. These clusters of desks will be spaced six feet apart. Kindergarten and/or First Grade Students may be placed together, even if they are not in the same family. When this occurs, students will be separated by a shower curtain divider constructed by a contractor. This will allow more direct instruction to happen for our youngest learners and still allow for safety precautions to be in place. Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.~~
- ~~Taking into account the spacing between families and/or K-2 students seated in clusters of desks, there is not enough space for this to happen. Families will be dismissed for transitions together and maintain as close to six feet as possible between them and others who will remain seated through this process. Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.~~
- ~~N/A as Bangor Township S/D #8 does not have waiting and reception areas. Provide social distancing floor/seating markings in waiting and reception areas.~~

Strongly Recommended Before Schools Reopen for In-Person or Hybrid Instruction

***Bangor Township S/D #8 does not have a Social Worker and/or Mental Health Clinician onsite. Consulting around all of the Strongly Recommended guidelines will take place with either a Social Worker and/or Mental Health Clinician from Van Buren Intermediate School District, and staff participation in professional learning around the actions in the guidelines will occur whenever possible.**

- Encourage schools to implement a mental health screening for all students by a trained professional, if possible. Any screening should be compliant with HIPAA and FERPA policies. Screening instructions (offered verbally to younger students) should provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- Establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- Provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma
- Encourage the identification of a point person or establish an access navigator to centralize mental health referrals, communications to families/students, and public-facing wellness materials.
- Establish a comprehensive crisis management plan that leverages available internal and external/community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- Compile and regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status.
- Provide resources for staff self-care, including resiliency strategies.
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners.
- Leverage MDE resources for student and staff mental health and wellness support.

- ~~Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email).~~
- ~~Communicate with parents and guardians, via a variety of channels, return to school transition information including:~~
 - ~~Destigmatization of COVID-19;~~
 - ~~Understanding normal behavioral response to crises;~~
 - ~~General best practices of talking through trauma with children; and~~
 - ~~Positive self-care strategies that promote health and wellness.~~

Facilities

Strongly Recommended Before Schools Reopen for In-Person Instruction

- ~~N/A as Bangor Township S/D #8 is a one-room schoolhouse. Audit any additional facilities that the district may have access to that could be used for learning.~~
- ~~The outside cleaning service will assume responsibility or staying up to date on all guidelines issued by OSHA and/or CDC. Alert school-based custodial and infection control staff of any changes in recommended [cleaning guidelines](#) issued by OSHA and/or CDC. It is expected that this guidance will be updated in real-time based on the status of community spread across local geographies.~~
- ~~This will be provided by an outside cleaning service. Encourage schools to convene custodial and facilities staff to review and make actionable district guidance regarding cleaning and disinfection.~~
- ~~An outside cleaning service will be working with the School Board and teachers in order to follow all recommended cleaning guidelines issued by OSHA and CDC. Encourage schools to provide advanced training for custodial staff.~~
- ~~Bangor Township S/D #8 does not have School security staff. School security staff should follow CDC protocols if interacting with the general public.~~
- **Language in the final bullet reflects the physical environment of Bangor Township S/D #8. Maintain facilities for in-person school operations.**
 - Check HVAC systems at each building to ensure that they are running efficiently.
 - Air filters should be changed regularly.
 - (Language for the following has been adjusted to reflect the fact that Bangor Township S/D #8 is a one-room schoolhouse.) Custodial staff should distribute wastebaskets, tissues, and CDC-approved soap to every office and the classroom so that these materials can be used upon entry and exit into any discrete location and during travel between sites.

- **The school will have disposable masks available and will have some made for anyone who needs one.** Procure level-1 facial coverings, including those with a transparent front, for preK-5 teachers, low-income students, and students with special needs.
- **An outside cleaning service will be responsible for providing their own surgical masks.** Procure level-1 surgical masks for cleaning and janitorial staff.

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 4, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [August 4, 2020 Board Minutes](#)

Link to the approved Plan posted on the District/PSA/nonpublic school website: Will be posted on vbisd.org under the Transparency Reporting Section

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: Bangor Township S/D #8

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: 8/10/2020

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

Plans must be approved by your local Board of Education ([include Board Agenda and Approval Minutes links in this plan](#))