

Chippewa Hills School District

COVID-19 Preparedness and Response Plan

Executive Order 2020-142

8/3/20

Name of District: Chippewa Hills School District

Address of District: 3226 Arthur Road, Remus, MI 49340

District Code Number: 54025

Web Address of the District: www.chsd.us

Name of Intermediate School District: Mecosta-Osceola Intermediate School District

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.

Chippewa Hills School District will be closed for in person instruction while in Phases 1-3 of the Michigan Safe Start Plan. All students will be provided instruction remotely utilizing the Google Classroom platform. Devices will be provided to students who need them including multiple devices within a family as necessary. All instruction will follow the same curriculum content as would occur in a face to face setting and provided by CHSD teachers. This curriculum will align to the Michigan Merit standards including those required for graduation. Staff will be on site to utilize classroom technology to carry out the virtual programming in developing instructional strategies, constructing lessons in blended formats, assessing students performance and/or skillset, providing differentiated instructional strategies to support students needing additional assistance, utilizing additional resources to support learning and provide daily office hours for direct student assistance. Students not having the ability to work remotely due to connectivity restriction will be provided a flash drive, at least every 2 weeks, containing the same curricular content used for all students allowing continuity of learning. Building administrators will monitor the Google classrooms for each teacher assessing adequacy of programming and effectiveness of the learning opportunities and the continuity of the instruction.

Food service will enact the CoL/Summer feeding distribution protocol providing meals (breakfast and lunch) weekly to all families within the district that request the items. A pick-up protocol will be followed and additional food sources such as fresh fruits/vegetables and dairy will be incorporated into the weekly distribution as available.

Cleaning will be done in the building and adjusted to areas used by staff for distance learning practices (i.e. classroom teacher desks and technology) and any areas used by additional school groups and/or community organizations.

All other requirements within the MI Safe Start (phases 1-3) will be followed.

Most strongly recommended items will be followed as well including: Using mental health professionals to assist students with trauma induced issues/activities, potentially small groups will meet virtually to address commonly identified concerns.

All staff will have the opportunity to receive professional development training in areas related to virtual learning, including but not limited to: Google Classroom, screencasting, video production and uploading, technology training for providing adequate additional supporting materials, student benchmark and formative assessments and directions and/or tutorials for "how to" use the technology and the platform being utilized for virtual learning, sharing with students the technology expectations in addition to some family training on how the virtual programming will operate. Accommodations for special education and at-risk students will be reinforced in a digital format. In addition, staff will be provided professional development as related to the covid pandemic and the appropriate responses. These opportunities will include trauma informed best practices, at risk identification and assistance, referral procedures within the school setting and self-care. Outside resources will be utilized as recommended by the school counselors, school social workers and building administrators. The district, or local school building if applicable, will follow the same crisis management process already in place should it be deemed necessary.

The board, administration, teacher and support staff will continually assess the virtual program and potentially use the Futures Team (consisting of key district members and family representatives) to assist in adjusting the academic programming to ensure the highest level of success.

- 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. Instruction

Chippewa Hills School District will utilize two face to face instructional modes while in phase 4 (and

possibly 5 if needed) which incorporates a virtual learning period for all K-12 students. In addition, a full time virtual learning opportunity will be available for families requesting it.

The initial mode, which can also be used if the state and/or health department deems it necessary based on state and/or local covid data, is a hybrid model. Our hybrid will constitute students attending face to face on a part time basis and completing virtual instruction on the other days. Students will be divided into 2 groups, Red and Blue, and will be assigned face to face instruction on the respective days: Red=Monday and Tuesday, Blue=Thursday and Friday. Wednesday will be a virtual day for all students. All students will be assigned to at least one virtual class thus reducing the face to face instructional day one period. Like the phase 1-3 model, virtual instruction will be provided by CHSD staff and done utilizing the Google platform. All components of the virtual programming will be the same as the virtual program described in phase 1-3. The only exception is that the hybrid will have some face to face instruction incorporated to enhance the learning experience as the district believes face to face is the most effective mode of learning. This model will be used until a full week (5 days) of the face to face model can be conducted in a safe manner. The first evaluation of this safety assessment will be made by the end of September in conjunction with the local health department utilizing local covid data.

The second mode will be a full week (5 days) of face to face instruction. All students will continue to have one virtual class as described in the hybrid model, thus reducing the face to face instructional day one period. This model will be used until the state moves the region to phase 6.

Classes that cannot meet the recommended safety requirements will offer alternate programming until the curricular expectations can be deemed safe (i.e. music, PE, etc.).

A full time virtual program will be available to families who do not feel it is not yet safe enough to return to the school setting. This model will be exactly as described in the phase 1-3 model utilizing CHSD staff in the instructional roles. The content will be aligned to the classroom setting and follow Michigan Merit curriculum as is completed in the hybrid and/or face to face model.

2. **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.

Chippewa Hills School District and its staff ensure that the MI Safe Start Phase 4 face coverings requirements will be implemented, monitored and enforced.

Masks will be worn at all times by both staff and students as required in the MI Safe Start Phase 4 protocols (required for i, ii, iii, and iv). Mask breaks will be incorporated throughout the day with safety protocols being followed (i.e. social distancing, outside, etc.).

Students in grades K-4 (v) must wear masks at all times except as noted. Students K-4 will be allowed to use clear masks or face shields for phonics based lessons and/or assessments. Students may also use clear masks or face shields if the teacher feels it is essential to the lesson, but it is not discretionary and will not be allowed as such.

One mask and one guard/gaiter will be provided to each employee and student when school begins.

Staff will also be provided a clear mouth mask to accommodate students needs in the classroom (hearing impaired). Students may be provided a clear mouth mask if deemed necessary by the teacher or required in the IEP/504. Staff and/or students who are medically excused (doctor's note required) from wearing a mask will be provided a shield as an alternative to the mask.

2. Hygiene

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

Chippewa Hills School District and its staff ensure that the MI Safe Start Phase 4 hygiene requirements will be implemented, monitored and enforced.

Adequate supplies of hand sanitizers (min. 60% alcohol) and dispensers will be provided throughout the building. Portable hand sanitizing units will be utilized at events and at entrances.

K-4 students will have scheduled hand washing 2-3 times throughout the day.

Lockers will not be used except for extenuating circumstances as approved by the building administrator. Back packs will be allowed in the classrooms and hung on the chair backs.

3. Cleaning

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

Chippewa Hills School District and its staff ensure that the MI Safe Start Phase 4 cleaning requirements will be implemented, monitored and enforced.

CHSD custodial staff will be utilized throughout the day to maintain the cleaning requirements. Additional staff may be used during Phase 4 and beyond to address the extra cleaning requirements. Training associated with the proper use of equipment and chemicals will be required of custodial staff.

Students may be used to clean their desks upon departure from the class in preparation for the next class. Proper cleaning equipment will be provided as appropriate.

4. Athletics

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

Chippewa Hills School District and its staff ensure that the MI Safe Start Phase 4 athletic requirements (as referenced in the MHSAA and NFHS guidelines) will be implemented, monitored and enforced.

The CHSD athletic department will ensure that coaches receive appropriate training on the proper protocols within each sport and can carry out the essential duties associated with them. CHSD will also ensure that game procedures will be assessed by each event and followed appropriately.

5. Screening

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

Chippewa Hills School District and its staff ensure that the MI Safe Start Phase 4 screening requirements will be implemented, monitored and enforced.

The local health department is not recommending that temperatures be taken upon entering buses or buildings, therefore this practice will not be utilized. However, any student exhibiting symptoms will be isolated following the prescribed safety measures and immediately contacting the parents/guardians. A form will be completed regarding the incident to assist in tracing protocols with the health department.

Magnets will be provided to all families with a checklist of symptoms to monitor at home daily before sending the child to school (bus or drop off). Families will also be asked to report all symptomatic children to help protect the health of others that may have been in contact with the student.

6. Testing

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

Chippewa Hills School District and its staff ensure that the MI Safe Start Phase 4 testing protocol requirements will be implemented, monitored and enforced.

CHSD will work collaboratively with the DHD 10 and CMHD in testing protocols and practices for potential and identified positive cases of covid-19.

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).

Chippewa Hills School District and its staff ensure that the MI Safe Start Phase 4 busing and student transportation requirements will be implemented, monitored and enforced.

Hand sanitizers will be installed on each bus in an area for easy access when loading while not violating MSP regulations. Masks will be available for students forgetting them that day, but will only be provided twice before denying entrance on the bus and contacting the parents/guardians.

Buses will be sanitized thoroughly between all runs, including midday and extra trips.

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.

Chippewa Hill School District intends to follow many of the same policies, procedures and protocols in phase 5 that were developed and implemented in phase 4. There are some exceptions to this practice and are included below.

Instruction: The district will utilize the 5 day face to face model with one virtual period daily unless the state or health department deems it critical to move back to the phase 4 hybrid model or phases 1-3 virtual model. Should this be necessary, all phase 4 or phases 1-3 protocols will be adopted.

Face coverings: Students in grades K-4 will be required to wear masks in the classroom when 6 feet of social distancing cannot be maintained or students are moving about the room that may compromise the recommended social distancing. Teachers will be the assessor of this non-mask time, but this accommodation may be revoked by the district administration if compromised safety is observed. Clear

mouth masks or shields may be utilized in place of masks for phonics based instruction or when essential to the lesson.

Hygiene: Lockers may be issued on a more routine basis to accommodate student needs. This decision will be made by the building administrator with approval from the superintendent.

Cleaning, Athletics, Screening, Testing, Busing and Student Transportation: No changes.

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*.

Personal Protective Equipment:

- Facial coverings should 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 should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.
- Facial coverings should always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.

Hygiene:

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

Spacing, Movement and Access:

- Spacing is six feet between desks to the extent that it is feasible.
- Class sizes should be kept to the level afforded by necessary spacing decisions.
- In classrooms where tables are utilized, space students as far apart as feasible.
- Teachers should try to maintain six feet of spacing between themselves and students as much as possible.
- Post signage to indicate proper social distancing.
- 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.
- Post signs on the doors of restrooms to indicate proper social distancing.
- If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.

- As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.
- As able, “specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.
- Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.
- Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.
- Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

Screening Students, Staff, and Guests:

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

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

- Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

Responding to Positive Tests Among Staff and Students:

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
 - Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using

the most current guidelines from the CDC for this determination.

Food Service, Gathering, and Extracurricular Activities:

- Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and cafeteria staff wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g. graduations) should comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

Athletics:

- Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- 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.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

Cleaning:

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

Busing and Student Transportation:

- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

Medically Vulnerable Students and Staff:

- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized

Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.

- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Spacing, Movement and Access:

- Spacing is six feet between desks to the extent that it is feasible. *With full classes this is not "feasible," but will be used as the guide when arranging rooms.*
- Arrange all desks facing the same direction toward the front of the classroom. *Desks will be arranged to maximize learning while trying to meet the recommended spacing.*
- As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations. *This practice will be utilized in K-8 to the best extent possible, but cannot be done 9-12 due to class equipment requirements.*

Cleaning:

- Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary. *It should be noted that anchored playground equipment does not undergo "normal routine cleaning" as described, but trainings have indicated UV does an excellent job of naturally disinfecting anchored playground equipment.*

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**.

Spacing, Movement and Access:

- Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. *This will be done to the best extent possible.*
- As feasible, arrange all desks facing the same direction toward the front of the classroom. *Seating arrangements will be done to maximize learning while maintaining social distancing recommendations.*

Screening Students and Staff:

- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. *(or per health department recommendations)*

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

- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. *(or per health department recommendations)*

Instruction (Before School Opens):

- 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. *Staff limitations will not ensure that all students receive this screening.*
- Establish ongoing reporting protocols for school staff to evaluate physical and mental health status. *The district will encourage proper physical and mental health, but will not have staff*

report on it.

- Provide resources for staff self-care, including resiliency strategies. *Encouraged, but not regularly provided.*
- Designate a mental health liaison (school-based) who will work across the school, local public health agencies, and community partners. *Current mental health professionals (i.e. counselors and social workers) will be utilized at the building levels as needed.*
- Activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline or a designated email). *Current mental health professionals (i.e. counselors and social workers) will be utilized at the building levels as needed.*
- Communicate with parents and guardians, via a variety of channels, return to school transition information including: *(shared to the best extent possible)*
 - 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.

Technology (Before School Opens):

- Identify a vendor to assist with processing, returning, and maintaining devices, if needed. *CHSD will conduct its own device distribution and collection process.*

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: August 3, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:

August 3, 2020 Board meeting minutes (signed and attached as a link):

https://drive.google.com/file/d/1OM5k1stRPqavc_yasTI05G8eHRVL3AHy/view?usp=sharing

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: Chippewa Hills School District

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

Date Submitted to State Superintendent and State Treasurer: