

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142)

August 13, 2020

**Name of District: BERRIEN Springs Public Schools**

**Address of District: 285 Sylvester Ave**

**District Code Number: 11240**

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

**Name of Intermediate School District: Berrien RESA**

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

## Preparedness Plan Introduction

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

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

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

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

## Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

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

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

Berrien Springs Public Schools (BSPS) plans to use an online learning platform as the primary mode of instruction. Grades K – 5 is TBD and grades 6 – 12 will use Edgenuity. The district will provide devices for students in Young 5s through 12<sup>th</sup> grade. Students without internet access will have access to district MiFis. The technology department will work with families who live in known geographical blackout areas to assist in internet access.

Should there be a need, students will have access to instructional materials that focus on essential content, building relationships, and maintaining connections through a weekly equitable instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Any instructional packets, grade-level resources, and school supplies will be available for pick up during meal distribution. If parents are not able to participate in meal distributions, then every effort will be made to provide the necessary materials to the student.

Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. Berrien Springs Public schools will do everything it can to meet student/family needs and allow for full participation.

Teachers will be accessible for synchronous instruction (virtual meetings/office hours) and asynchronous instruction through pre-made videos/lessons. Teachers will also support instruction with phone conferencing. Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, SeeSaw, Schoology), with an emphasis on continuing to build relationships and maintain connections.

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Schoology, Seesaw, Edgenuity). Teachers will provide feedback to students on assignments through the

instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. Instructional packets will be collected each week during meal distribution. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the district). Teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. Teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (31N Coordinator, DHHS, ISD supports etc.)

The plan will be communicated and posted in a prominent location our district websites and through the PowerSchool Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Also, the plan will be posted on our district and building social media pages.

For our students in dual enrollment or CTE courses, BSPS will work with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. For students enrolled in dual enrollment or CTE programs, BSPS will work to ensure our students have the ability to complete these courses.

BSPS will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, 31N Coordinator, ISD supports) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

More details regarding the above information, can be found on BPS Return to School Roadmap webpage or [BSPS Continuity of Learning Plan \(UPDATED8-1-20\)](#).

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B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:

i) All staff and all students in grades preK-12 when on a school bus.

- ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
- iii) All staff when in classrooms.
- iv) All students in grades 6 and up when in classrooms.
- v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

The expectations for the wearing of face coverings and how to obtain clean face covering will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.

Face coverings will be ordered and provided to every student and staff member on a daily basis. There will be placed on buses and in the classrooms every evening.

- Face coverings will be turned in at the end of day (disposed for disposal or washed when fabric masks)
- Face coverings will be worn by staff at all times.
- Face coverings must be worn by PreK-12 students during transportation to and from school.
- Face coverings must always be worn in hallways and common areas by PreK-12 students in the building except for meals. [Wearing Mask](#)
- Face coverings must be worn in classrooms by all students grade 6-12.
- K-5 students will be with their same cohort group of classmates during the day and will NOT wear face coverings once they are situated in the classroom.
- 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.
- 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 and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator.
- Guests to the school building 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.

## 2. Hygiene

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

- Hand washing is always the preferred choice, however, when not possible, all schools and classrooms will be supplied with adequate hand sanitizer. Hand washing/sanitizer times throughout the day will be implemented including, but not limited to: entering/exiting the building, entering/exiting classrooms, before/after eating, before/after recess, before/after mask removal and touching the face, after handling shared objects and after coughing/sneezing/blowing nose. At a minimum students and teachers must have scheduled handwashing with soap and water every 2-3 hours. [Washing your hands](#)
- Buildings will be provided with 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).
- The schedule will allow time to 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 on how 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. [Proper Covering of Cough](#)
- Systematically and frequently check and refill soap and hand sanitizers
- Limit sharing of personal items and supplies such as writing utensils.
- Buildings will keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

### 3. Cleaning

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

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations in the MI Safe Schools: Michigan 2020-21 Return to School Roadmap.
- Inventory of all cleaning supplies that are in compliance with the EPA-approved related to COVID will be monitored and orders taken in anticipation of increased cleaning.
- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other high touch classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will 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 will wear gloves, surgical mask, and face shield 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).

- The district will follow MHSAA guidelines for athletics as well as any Executive Orders that apply and impact sport participation, competition, attendance, and spectator participation.

### 5. Screening

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

- The district will strictly follow the Berrien County Health Department recommendations relative to protocols for screening staff and students.
- The district will strictly follow the Berrien County Health Department recommendations relative to "isolation" and "quarantine."
- The district will use [https://misymtomapp.state.mi.us/login](https://misymptomapp.state.mi.us/login) as a staff self-screener.

### 6. Testing

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

- The district will strictly follow the Berrien County Health Department recommendations relative

to implementing protocols for screening students and staff (i.e. Symptoms list, quarantine, re-entrance, etc.).

- Internal notification of any positive cases at any building, level, or staff.

## 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).

- All students will be required to wear face coverings and use hand sanitizer before entering the bus.
- Parents will be expected to take their child's temperature before leaving the house, complete a symptom check before leaving the house and to withhold an ill student from riding the bus.
- If students live in the same residence, those students will be required to sit together in the same seat on the bus.
- When students enter the school bus, they will load the bus from the rear to the front of the bus and unload the school bus from the front of the bus to the back (similar to some airlines).
- Students must stay in their seats and not change seats.
- Buses/vans will be cleaned and disinfected before and after every transit route. Children must 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, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- 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 must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe

### 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.

The district has decided to maintain all policies and procedures that are stated in Phase 4 of the Michigan Safe Start Plan.

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*.

- District will space students as far apart as feasible, throughout the school day.
- District will not allow visitors (past office) except in extenuating circumstances.
- Anyone entering the building must be wearing a face covering and sanitize hands.
- Off-site field trips that require bus transportation to indoor locations are suspended.
- Suspend all off-site field trips that require bus transportation to outdoor locations, unless it is the only way that curriculum can be applied and social distancing of six feet can be followed.
- Encourage all clubs to meet virtually or outside.

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

- The district will maintain all policies and procedures that are stated in Phase 4 of Michigan Safe Start Plan thus incorporating highly recommended recommendations from Phase 5.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

NO

## 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 13, 2020**

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

<https://www.homeoftheshamrocks.org/board-meeting-schedule.html>

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**

<https://www.homeoftheshamrocks.org/returntoschoolroadmap.html>

*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 Leader Submitting Plan: David Eichberg, Superintendent**

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

**Date Submitted to State Superintendent and State Treasurer:**