

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Final
07/10/20

Name of District: TUSCOLA INTERMEDIATE SCHOOL DISTRICT

Address of District: 1385 CLEAVER ROAD, CARO, MI 48723

District Code Number: 79000

Web Address of the District: www.tuscolaisd.org

Name of Intermediate School District: TUSCOLA INTERMEDIATE SCHOOL DISTRICT

Name of Authorizing Body (if applicable): TUSCOLA ISD BOARD OF EDUCATION

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.

Tuscola Technology Center - Instructors will provide remote instruction via online resources with primary communication through school email accounts and social media (Facebook and Instagram). They will use platforms such as Google Classroom, Bitmoji Classroom, E2020, Xello, and Moodle; and content-specific online resources such as ICEV, Tooling U-SME, and S/P2. Content delivery will primarily occur through Google Meet and Zoom presentations. Since students attend the Tuscola Technology Center for half the day and their local high school for the other half, there will be plans in place at the local high schools to ensure that students have a device to access the internet. We will do our best to provide a device if the local high school cannot, or if a student is home-schooled and does not attend their local high school. If a student does not have internet access at home, we will have access points available in the parking lot at Tuscola Technology Center where students can access the school’s wi-fi. If students do not have a device or internet access, instructional packets can be made available to students on a weekly basis.

Teachers/Paraprofessionals will make virtual contact with students a minimum of twice a week through Google Classroom, Moodle, etc; and will have two-way communication (email, virtual meeting, phone call, etc) with students at least once weekly. The emphasis will be on building relationships and maintaining connections with students. When not delivering remote instruction through virtual classrooms, teachers will be available during normal class hours for support. Staff will maintain a log of communication with students and families.

Teachers/Paraprofessionals will differentiate instruction to meet each student’s needs in accordance with individualized education plans and 504 plans. Staff will monitor student engagement and assignment completion and follow up with parent communication as a first step if a student is not engaging or completing assignments.

Teachers/Paraprofessionals will use instructional platforms and two-way communication to monitor student wellness, engagement, and completion of assignments. Staff will refer students/families in need of social/emotional/mental support to Student Services, as well as students who are not engaging.

Highland Pines School will create student packets. In the packets, there will be a monthly calendar with daily lesson plans that align to student goals. The cover page will include the following: teacher name, address, phone number with extension. Website links will be provided as supplemental support. Materials needed to complete daily lessons will be provided to the students in need. Items may include, but not limited to AAC devices (if in IEPC), pencils, crayons, scissors, glue, etc. Social work services will be provided weekly via video outreach. Breakfast and lunch will be supplied to students via their local school district. In addition, some teachers will create video messages/lessons via Google Classroom, YouTube, etc. Supplemental school activities have been posted on the school’s Facebook site. The lessons will not be optional for remote learning.

Wolverine Education Center (WEC) & Pioneer Work & Learn Center (PWL) - WEC & PWL will provide on-line instruction remotely utilizing Edgenuity all scheduled days of instruction with the assistance of WHS staff. All students residing at Wolverine Secure Treatment Center and Pioneer Work & Learn have access to both computers and the Internet. Teachers will access their classroom via TeamViewer and monitor computer activities via LanSchool. Teachers and paraprofessionals will also use the instructional platform's email component to monitor student wellness. School social work services will be conducted via Edgenuity email, phone calls, and virtual meetings. Supplemental and transition activities will be available on-site. All staff will be expected to participate in daily virtual meetings.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) - The off-campus programs will create student packets that will be distributed. In the packets there will be assignments that align to student goals and objectives. Students will have access to their workbooks also. A daily log will be provided to the teacher with what work each student is completing. Website links will be provided as supplemental support. The teachers will make contact with students through a video chat or phone calls to support instructional needs. Itinerant services will be provided weekly through video chat, packets or phone calls. Students will be rewarded through a positive behavior support model for participation and completing homework activities.

TISD Itinerant groups will offer the following modes of therapy/instruction:

1. Student work packets and/or asynchronous electronic materials that include activities aligned with student IEP goals/objectives
2. Video and/or teletherapy service to address IEP goals/objectives
3. Video, email, and/or telephone contact with students and parents as necessitated by an IEP
4. Video, email, and or telephone contact with teachers of students receiving consultation services
5. Hybrid models that align with student goals

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.

Tuscola Technology Center - All staff and students are required to wear facial coverings at all times unless they provide documentation that a face covering cannot be medically tolerated. This will be communicated through Covid-19 Safety Protocol documents, for staff and students, and through staff meetings and student orientation. Signage on the entryways and throughout the building will state that facial coverings are required for all who enter the building. Face coverings have been ordered to have on hand in case someone does not have their own. Students who refuse to comply with wearing a facial covering will be separated from the rest of the student body until a parent picks them up. Refusals to wear a mask will result in disciplinary action in accordance with the student handbook. Students are transported to and from the Tech Center on busses under the control of the local district. The policies of the local district regarding facial coverings will apply.

Highland Pines School - Face coverings will be worn by staff and students as required above. Students that cannot wear facial coverings due to safety concerns will have this written into their Behavior Intervention Plan or Individual Health Plan. Any staff or student that is unable to remove or put on the facial covering without assistance will not be able to wear the mask. Staff that cannot wear a mask must provide the employer with a note from a health care provider to be exempt. Masks will be provided for staff and students that do not have one. Handmade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day. It must be noted that Highland Pines School services students up to age 26 with cognitive impairments. A good portion of the students present with behavioral and medical disabilities in addition to the cognitive disabilities.

WEC & PWL - Face coverings will be worn by staff and students as required above. Students and staff that cannot wear facial coverings due to health/safety concerns must have a written doctor's note that he/she cannot wear a mask. Masks will be provided for staff and students that do not have one. Handmade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day. It must be noted that Wolverine Education Center services students up to age 20 in grades 6-12 that have varying behavioral and medical disabilities.

- Expectations for wearing of face coverings will be communicated via student handbook.
- Signage will be posted.
- Students showing patterns of non-compliance will not be allowed to enter the classroom or other area of education.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) - Face coverings will be worn by staff and students as required above. Students that cannot wear facial coverings due to safety concerns or medical condition will have a written doctor's note that he/she cannot wear a mask. Staff that cannot wear a mask must provide the employer with a note from a health care provider to be exempt. Masks will be provided for staff and students that do not have one.

TISD Itinerant Group - Face coverings will be worn by staff and students as required above. Students that cannot wear facial coverings due to safety/health concerns will have this documented with administration of that building. Any staff person or student that is unable to remove or put on the facial covering without assistance will not be able to wear the mask. Staff that cannot wear a mask must provide the employer with a note from a health care provider to be exempt. Masks will be provided for staff and students that do not have one. Handmade facial coverings must be washed daily.

For students with hearing impairments or other disabilities that require access to facial cues, staff may wear approved facial coverings such as masks with clear windows in addition to the amplification system that is available.

2. Hygiene

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

Tuscola Technology Center - All restrooms and those classrooms with a sink will be equipped with supplies for proper handwashing. Hand sanitizer will be supplied in every classroom. Supplies for handwashing and proper hygiene (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked. Signage will be posted to remind students, staff, and visitors of proper cleaning and hygiene strategies - washing hands with soap and water for at least 20 seconds and/or the use of a hand sanitizer that contains at least 60% alcohol. Students attend the Tech Center for 2 ½ hours and will be encouraged to wash hands or use hand sanitizer upon arrival and before dismissal. During student orientation, students will receive instruction about proper handwashing techniques and directing coughs and sneezes into their elbows or covering with a tissue.

Highland Pines School - Soap, hand sanitizer, paper towels, tissues and signs reinforcing proper handwashing techniques will be provided to each classroom.

Handwashing will be taught and reinforced daily in the classroom using soap and water for at least 20 seconds. Hand sanitizer with 60% alcohol will be available in the classrooms in addition to handwashing. Teachers will develop a handwashing schedule for their classrooms a minimum of three times per day. Visuals will be created and posted at all sinks in the building to reinforce proper handwashing.

Staff will be trained at the beginning of the school year during professional development on how to cough and sneeze into their elbow or cover with a tissue. Tissues should be disposed of in the trash at once and hands should be washed. Teachers will teach this to the students on the first day of school and reinforce this daily in the classroom. Visuals will be created and posted at all sinks in the building.

Staff will check soap and hand sanitizer daily and request refilling when needed.

Students will have a container with their own supplies to limit sharing of school items.

Each student will be assigned their own personal locker or cubby.

Highland Pines School has over 25 locations for handwashing.

- WEC & PWL - Soap, hand sanitizer, paper towels, tissues and signs reinforcing proper handwashing techniques will be provided to each classroom.
- Handwashing will be taught and reinforced daily in the classroom/unit using soap and water for at least 20 seconds. Hand sanitizer with 60% alcohol will be available in the classrooms in addition to handwashing. Teachers will develop a handwashing schedule for their classrooms a minimum of three times per day. Visuals will be created and posted at all sinks in the building to reinforce proper handwashing.
- Staff will be trained at the beginning of the school year during professional development on how to cough and sneeze into their elbow or cover with a tissue. Tissues should be disposed of in the trash at once and hands should be washed. Teachers will teach this to the students on the first day of school and reinforce this daily in the classroom. Visuals will be created and posted at all sinks in the building.
- Staff will check soap and hand sanitizer daily and request refilling when needed.
- Students will check out items from clean bin, and deposit into dirty to be cleaned.
- Students must stay at assigned work station with their personal classroom supplies.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) – Soap, hand sanitizer, paper towels, tissues and signs reinforcing proper handwashing techniques will be provided.

Proper handwashing and hygiene will be taught and monitored by staff daily in the classroom using soap and water for at least 20 seconds. Hand sanitizer with 60% alcohol will be available in the classrooms in addition to handwashing. Teachers will develop a handwashing schedule for their classrooms a minimum of three times per day. Visuals will be created and posted at all sinks in the building to reinforce proper handwashing. Students will be reinforced with a positive behavioral support system for proper handwashing and sanitizing techniques.

Staff will be trained at the beginning of the school year during professional development on how to cough and sneeze into their elbow or cover with a tissue. Tissues should be disposed of in the trash at once and hands should be washed. Teachers will teach this to the students on the first day of school and reinforce this daily in the classroom. Visuals will be created and posted at all sinks in the building.

Staff will check soap and hand sanitizer daily and request refilling when needed.

Students will have a container with their own supplies to limit sharing of school items.

Each student will be assigned their own personal work space and cubby.

TISD Itinerant Group – Each ISD and local building/program will have hygiene protocols established. All itinerant staff will be required to follow hygiene protocol within their assigned buildings. Staff will be given the necessary supplies to support healthy hygiene, including information regarding the appropriate techniques of washing/sanitizing hands and coughing/sneezing into tissues and/or elbows.

3. Cleaning

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

Tuscola Technology Center - Student desks and frequently touched surfaces (light switches, doors, benches, bathrooms) will be cleaned with an EPA-approved disinfectant between the AM and PM session and again after the PM session. Computer labs will be cleaned after each use. Staff members will wear gloves, surgical masks, and a face shield when performing all cleaning activities.

Highland Pines School - Envirox cleaner and disinfectant will be used throughout the building to clean surfaces.

Classroom staff will be responsible for disinfecting classroom light switches, door handles, tables, student desks and bathrooms every four hours. The sensory rooms, library, laundry room, workshop, voc ed room, and adult daily living room must be disinfected after each use. The classroom staff will be responsible for cleaning these rooms upon exit. Students will not be permitted to use the Envirox cleaner spray, but can use the wipes.

The custodial staff will disinfect the light switches, door handles, benches, and public bathrooms every four hours (in the common areas). Playground structures must undergo normal routine cleaning.

Cleaning products will be stored in the locked cabinets in the classrooms. Staff must wear gloves, a surgical mask, and a face shield while cleaning.

WEC & PWL - Cleaner and disinfectant will be used throughout the building to clean surfaces.

Classroom staff will be responsible for disinfecting classroom light switches, door handles, tables, student desks and bathrooms every four hours. The sensory rooms, library, laundry room and adult daily living room must be disinfected after each use. The classroom staff will be responsible for cleaning these rooms upon exit.

The custodial staff will disinfect the light switches, door handles, benches, and public bathrooms every four hours (in the common areas). Additional classroom equipment must undergo normal routine cleaning.

Cleaning products will be stored in the locked cabinets in the classrooms. Staff must wear gloves, a surgical mask, and a face shield while cleaning.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) – Cleaner and disinfectant will be used throughout the building to clean surfaces.

Classroom staff will be responsible for disinfecting classroom light switches, door handles, tables, student desks and bathrooms every four hours. The side rooms and the daily living room must be disinfected after each use. The classroom staff will be responsible for cleaning these rooms upon exit. Students will not be permitted to use the cleaner spray, but can use the wipes.

Staff will disinfect the light switches, door handles, benches, and public bathrooms every four hours (in the common areas). Playground equipment must undergo normal routine cleaning.

Cleaning products will be stored in the locked closet in the school. Staff must wear gloves, a surgical mask and a face shield while cleaning.

TISD Itinerant Group - Itinerant staff will be responsible for disinfecting office/classroom/therapy room light switches, door handles, tables, and work surfaces after any therapy session (along with the scheduled custodial cleaning that will occur throughout the day in any given building).

Itinerant staff will have access to cleaning products located in each building. Staff must wear gloves, mask, and face shield while cleaning.

4. Athletics

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

Tuscola Technology Center - There are no athletic programs or activities at the Tuscola Technology Center, so protocols for these activities are not applicable.

Highland Pines School does not have an athletic program.

WEC & PWL – They do not have an athletic program.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) – These school programs do not have an athletic program.

TISD Itinerant Group – Not applicable for the itinerant group.

5. Screening

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

Tuscola Technology Center - We will cooperate with the Tuscola County Health Department regarding implementing protocols for screening students and staff. They have referred us to the CDC guidelines for screening students at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>. These guidelines will be printed and made available to all staff members.

Highland Pines School will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

A quarantine room has been designated. Students that become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask if they can medically tolerate one. If the student cannot wear a mask, the staff that will be caring for the student will be required to wear a N95 mask. If the student is coughing, the staff caring for the student will wear a face shield.

Symptomatic students or staff will be sent home from school and kept home until they have tested negative or completely recovered according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared). If a student or staff tests positive for the COVID-19, they will need two FDA approved tests that show they are COVID-19 negative. A document showing results must be turned into administration in order to return to school.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work and stay home if they have a fever of 100.4 or above, gastrointestinal symptoms and/or respiratory issues. Upon arrival, staff will fill out a daily COVID-19 Screening Tool.

Students will have a temperature check upon entry on to the bus daily. If the student has a temperature of 100.4 or above, they will not be transported to school. Families are encouraged to check their student's temperature at home prior to sending the student to school and keep them home if they have a temperature of 100.4 or above. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and follow up with a primary care provider.

WEC & PWL – WEC & PWL will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa at 673-8114.

A quarantine room has been designated. Students that become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask if they can medically tolerate one. If the

student cannot wear a mask, the staff that will be caring for the student will be required to wear a N95 mask. If the student is coughing, the staff caring for the student will wear a face shield. All quarantined youth will be cared for by Wolverine Human Services staff.

Symptomatic students or staff will be sent home from school and kept home until they have tested negative or completely recovered according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared). If a student or staff tests positive for the COVID-19, they will need two FDA approved tests that show they are COVID-19 negative. A document showing results must be turned into administration in order to return to school.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work and stay home if they have a fever of 100.4 or above, gastrointestinal symptoms and/or respiratory issues. Upon arrival, staff will fill out a daily COVID-19 Screening Tool. TISD staff will have a temperature check at the door upon arrival and logged. If a staff has a temperature of 100.4 or above, they will be sent home immediately.

Students will have a temperature check upon entry to the classroom daily. If the student has a temperature of 100.4 or above, they will not be allowed to enter the classroom.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) – The school programs will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

Students that become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask if they can medically tolerate one. The Lighthouse's medical team will be notified. If the student cannot wear a mask, the staff that will be caring for the student will be required to wear a mask. If the student is coughing, the staff caring for the student will wear a face shield.

Symptomatic students or staff will be sent home from school and kept home until they have tested negative or completely recovered according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared). If a student or staff tests positive for the COVID-19, they will need two FDA approved tests that show they are COVID-19 negative. A document showing results must be turned into administration in order to return to school.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work and stay home if they have a fever of 100.4 or above, gastrointestinal symptoms and/or respiratory issues. Upon arrival, staff will fill out a daily COVID-19 Screening Tool. TISD staff will have a temperature check at the door upon arrival and logged. If a staff has a temperature of 100.4 or above, they will be sent home immediately.

Students and Lighthouse staff will have a temperature check before school. If the student or staff has a temperature of 100.4 or above, they will not be transported to school. The presence of any symptoms, including cough or shortness of breath, should prompt the facility to keep the student home from school and follow up with a primary care provider or the Lighthouse medical team.

TISD Itinerant Group – Itinerants should conduct daily self-examinations, including a temperature check, prior to coming to work and stay home if they have a fever of 100.4 or above, gastrointestinal symptoms and/or respiratory issues.

Staff will also adhere to the screening protocols established in each program and building in which they are assigned. Any staff member observing health related issues while working with a student should report this immediately to the school office.

6. Testing

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

Tuscola Technology Center - We will cooperate with the Tuscola County Health Department regarding implementing protocols for testing and responding to positive tests among students and staff. Per the recommendation from the Tuscola County Health Department, *"If anyone in the county who is a student or staff member, tests positive, the health department will be contacting that individual for an interview and contact tracing. If you have a suspect case, they should be tested and/or seen by their primary care physician. We do testing here at the health department, right now on Thursdays from 8:00 am to 10:00 am. We will not be able to test on a "drop-in" basis, so it is best to advise people to contact their primary care physician. I believe schools will report "suspect"/"Coronavirus-like symptoms" to the Health Department in much the same way you already report a variety of conditions (i.e. flu-like, chicken pox, etc.)"*

Highland Pines School will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported for off-site testing. Staff will be responsible for arranging their own transportation.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared).

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored. Testing is not recommended unless symptoms develop.

WEC & PWL will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported by WHS for off-site testing.

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported for off-site testing. Staff will be responsible for arranging their own transportation.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared).

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored. Testing is not recommended unless symptoms develop.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) – The school programs will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and will follow Lighthouse protocol for COVID-19 testing.

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported for off-site testing. Staff will be responsible for arranging their own transportation.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared).

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored. Testing is not recommended unless symptoms develop.

TISD Itinerant Group – We will cooperate with local district (or ISD) policy regarding the screening of students and staff.

Itinerant staff will cooperate with the local public health department regarding implementing the protocols for screening students and staff. Our contact at the Tuscola Health Department is Melissa? (989) 673-8114

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported for off-site testing. Staff will be responsible for arranging their own transportation.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared).

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored. Testing is not recommended unless symptoms develop.

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).

Tuscola Technology Center - Transportation to and from the Tech Center is provided by the local districts. Students will be required to wear facial coverings and use hand sanitizer in accordance with the policies put in place by the local district. Likewise, cleaning the busses and equipment on them will be done by the local district. Off-site field trips that require bus transportation to indoor locations are suspended. In the event that we need to transport a student(s) in a school vehicle, the vehicle will be cleaned and disinfected before and after every trip, especially frequently touched surfaces in the vehicle. If a student becomes ill during the day, the student will not be permitted to use group transportation back to the local district. Accommodations will be made for the district or the parent to pick up the student.

Highland Pines School - Staff and students will use hand sanitizer upon entry to the bus.

The bus driver will take the student's temperature prior to the student getting on the bus in the morning.

The bus driver, support staff, & students in grades pre-K – age 26 will wear masks while riding the bus if medically able.

Transportation vehicles will be disinfected prior to and after each route. Students will not be present during cleaning. Special attention should be paid to 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. Clean and sanitize equipment including items such as car seats. This will be part of the pre-trip and post-trip preparation done by the drivers.

Wheel chairs, walkers and adaptive equipment being transported will be disinfected in the classroom daily by classroom staff.

Staff that transport students using vans will disinfect prior to and after each route/trip. Students will not be present during cleaning. Special attention should be paid to surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light & air controls, doors & windows, & grab handles.

If a student becomes sick during the day, the parent or guardian will be called to pick up that student. They will not be permitted to ride the bus home.

If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to work until cleared.

Weather permitting and health plan taken into consideration, drivers will consider keeping windows open while the vehicle is in motion to help prevent the spread of the virus by increasing circulation.

WEC & PWL – They are both located in a residential care facility, and the school does not need to provide busing or transportation.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) - Staff and students will use hand sanitizer upon entry to the bus.

The bus driver, support staff and students in grades pre-K – age 26 will wear masks while riding the bus if medically able.

TISD transportation vehicles will be disinfected prior to and after each route. Students will not be present during cleaning. Special attention should be paid to 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. Clean and sanitize equipment including items such as car seats. This will be part of the pre-trip and post-trip preparation done by the drivers.

Wheel chairs, walkers and adaptive equipment being transported will be disinfected in the classroom daily by classroom staff.

Staff that transport students using vans will disinfect prior to and after each route/trip. Students will not be present during cleaning. Special attention should be paid to 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.

If a student becomes sick during the day, the Lighthouse will be called to pick up that student. They will not be permitted to ride the bus home.

If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to work until cleared.

Weather permitting and health plan taken into consideration, drivers will consider keeping windows open while the vehicle is in motion to help prevent the spread of the virus by increasing circulation.

TISD Itinerant Group - Wheel chairs, walkers, and adaptive equipment being transported will be disinfected in the classroom daily by classroom staff. Itinerant staff may assist when necessary.

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.

Tuscola Technology Center - When our region is in Phase 5, we will follow the policies and procedures outlined in the Michigan Safe Start Plan to the extent that they are feasible.

Highland Pines School –

PPE

Face coverings will be worn by staff and students as required above. Students that cannot wear facial coverings due to safety concerns will have this written into their Behavior Intervention Plan or Individual Health Plan. Any staff or student that is unable to remove or put on the facial covering without assistance will not be able to wear the mask. Staff that cannot wear a mask must provide the employer with a note from a health care provider to be exempt. Masks will be provided for staff and students that do not have one. It must be noted that Highland Pines School services students with cognitive impairments. A good portion of the students present with behavioral and medical disabilities in addition to the cognitive disabilities. It must be noted that we service students to age 26.

Hygiene

Soap, hand sanitizer, paper towels, tissues and signs reinforcing proper handwashing techniques will be provided to each classroom.

Handwashing will be taught and reinforced daily in the classroom using soap and water for at least 20 seconds. Hand sanitizer with 60% alcohol will be available in the classrooms in addition to handwashing. Teachers will develop a handwashing schedule for their classrooms a minimum of three times per day. Visuals will be created and posted at all sinks in the building to reinforce proper handwashing.

Staff will be trained at the beginning of the school year during professional development on how to cough and sneeze into their elbow or cover with a tissue. Tissues should be disposed of in the trash at once and hands should be washed. Teachers will teach this to the students on the first day of school and reinforce this daily in the classroom. Visuals will be created and posted at all sinks in the building.

Staff will check soap and hand sanitizer daily and request refilling when needed.

Students will have a container with their own supplies to limit sharing of school items.

Each student will be assigned their own personal locker or cubby.

Highland Pines School has over 25 locations for handwashing.

Cleaning

Envirox cleaner and disinfectant will be used throughout the building to clean surfaces.

Classroom staff will be responsible for disinfecting classroom light switches, door handles, tables, student desks and bathrooms every four hours. The sensory rooms, library, laundry room, workshop, voc ed room, and adult daily living room must be disinfected after each use. The classroom staff will be responsible for cleaning these rooms upon exit. Students will not be permitted to use the Envirox cleaner spray, but can use the wipes.

The custodial staff will disinfect the light switches, door handles, benches, and public bathrooms every four hours (in the common areas). Playground structures must undergo normal routine cleaning.

Cleaning products will be stored in the locked cabinets in the classrooms. Staff must wear gloves, a surgical mask, and a face shield while cleaning.

Athletics

N/A

Screening

Highland Pines School will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

A quarantine room has been designated. Students that become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask if they can medically tolerate one. If the

student cannot wear a mask, the staff that will be caring for the student will be required to wear a N95 mask. If the student is coughing, the staff caring for the student will wear a face shield.

Symptomatic students or staff will be sent home from school and kept home until they have tested negative or completely recovered according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared). If a student or staff tests positive for the COVID-19, they will need two FDA approved tests that show they are COVID-19 negative. A document showing results must be turned into administration in order to return to school.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work and stay home if they have a fever of 100.4 or above, gastrointestinal symptoms and/or respiratory issues. Upon arrival, staff will fill out a daily COVID-19 Screening Tool. Staff will have a temperature check via a kiosk at the door upon arrival. If a staff has a temperature of 100.4 or above, they will be sent home immediately.

Students will have a temperature check upon entry on to the bus daily. If the student has a temperature of 100.4 or above, they will not be transported to school. Families are encouraged to check their student's temperature at home prior to sending the student to school and keep them home if they have a temperature of 100.4 or above. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and follow up with a primary care provider.

Testing

Highland Pines School will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported for off-site testing. Staff will be responsible for arranging their own transportation.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared).

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored. Testing is not recommended unless symptoms develop.

Busing and Student Transportation

Staff and students will use hand sanitizer upon entry to the bus.

The bus driver will take the student's temperature prior to the student getting on the bus in the morning.

The bus driver, support staff and students in grades pre-K – age 26 will wear masks while riding the bus if medically able.

Transportation vehicles will be disinfected prior to and after each route. Students will not be present during cleaning. Special attention should be paid to 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. Clean and sanitize equipment including items such as car seats. This will be part of the pre-trip and post-trip preparation done by the drivers.

Wheel chairs, walkers and adaptive equipment being transported will be disinfected in the classroom daily by classroom staff.

Staff that transport students using vans will disinfect prior to and after each route/trip. Students will not be present during cleaning. Special attention should be paid to 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.

If a student becomes sick during the day, the parent or guardian will be called to pick up that student. They will not be permitted to ride the bus home.

If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to work until cleared.

Weather permitting and health plan taken into consideration, drivers will consider keeping windows open while the vehicle is in motion to help prevent the spread of the virus by increasing circulation.

WEC & PWL –

PPE

Face coverings will be worn by staff and students as required above. Students that cannot wear facial coverings due to safety concerns will have a doctor's note. Any staff or student that is unable to remove or put on the facial covering without assistance will not be able to wear the mask. Staff that cannot wear a mask must provide the employer with a note from a health care provider to be exempt. Masks will be provided for staff and students that do not have one.

Hygiene

- Soap, hand sanitizer, paper towels, tissues and signs reinforcing proper handwashing techniques will be provided to each classroom.
- Handwashing will be taught and reinforced daily in the classroom and unit using soap and water for at least 20 seconds. Hand sanitizer with 60% alcohol will be available in the classrooms in addition to handwashing. Teachers will develop a handwashing schedule for their classrooms a minimum of three times per day. Visuals will be created and posted at all sinks in the building to reinforce proper handwashing.
- Staff will be trained at the beginning of the school year during professional development on how to cough and sneeze into their elbow or cover with a tissue. Tissues should be disposed of in the trash at once and hands should be washed. Teachers will teach this to the students on the first day of school and reinforce this daily in the classroom. Visuals will be created and posted at all sinks in the building.
- Staff will check soap and hand sanitizer daily and request refilling when needed.
- Students will check out items from clean bin, and deposit into dirty to be cleaned.
- Students must stay at assigned work station with their personal classroom supplies.

Cleaning

Cleaner and disinfectant will be used throughout the building to clean surfaces.

Classroom staff will be responsible for disinfecting classroom light switches, door handles, tables, student desks and bathrooms every four hours. The sensory rooms, library, laundry room and adult daily living room must be disinfected after each use. The classroom staff will be responsible for cleaning these rooms upon exit.

The custodial staff will disinfect the light switches, door handles, benches, and public bathrooms every four hours (in the common areas). Additional classroom equipment must undergo normal routine cleaning.

Cleaning products will be stored in the locked cabinets in the classrooms. Staff must wear gloves, a surgical mask and a face shield while cleaning.

Athletics

Neither WEC nor PWL has an athletic program.

Screening

WEC & PWL will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa at 673-8114.

A quarantine room has been designated. Students that become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask if they can medically tolerate one. If the student cannot wear a mask, the staff that will be caring for the student will be required to wear a N95 mask. If the student is coughing, the staff caring for the student will wear a face shield. All quarantined youth will be cared for by Wolverine Human Services staff.

Symptomatic students or staff will be sent home from school and kept home until they have tested negative or completely recovered according to CDC guidelines (No fever for 72 hours without

medication, no respiratory symptoms, and ten days have passed since symptoms first appeared). If a student or staff tests positive for the COVID-19, they will need two FDA approved tests that show they are COVID-19 negative. A document showing results must be turned into administration in order to return to school.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work and stay home if they have a fever of 100.4 or above, gastrointestinal symptoms and/or respiratory issues. Upon arrival, staff will fill out a daily COVID-19 Screening Tool. TISD staff will have a temperature check at the door upon arrival and logged. If a staff has a temperature of 100.4 or above, they will be sent home immediately.

Students will have a temperature check upon entry to the classroom daily. If the student has a temperature of 100.4 or above, they will not be allowed to enter the classroom.

Testing

WEC & PWL will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported by WHS for off-site testing.

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported for off-site testing. Staff will be responsible for arranging their own transportation.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared).

Busing & Student Transportation

WEC & PWL are located in a residential care facility, and the school does not need to provide busing or transportation.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) –

PPE

Face coverings will be worn by staff and students as required above. Students that cannot wear facial coverings due to safety concerns will have a doctor's note. Any staff or student that is unable to remove or put on the facial covering without assistance will not be able to wear the mask. Staff that cannot wear a mask must provide the employer with a note from a health care provider to be exempt. Masks will be provided for staff and students that do not have one.

Hygiene

Soap, hand sanitizer, paper towels, tissues and signs reinforcing proper handwashing techniques will be provided to each classroom.

Handwashing will be taught and reinforced daily in the classroom using soap and water for at least 20 seconds. Hand sanitizer with 60% alcohol will be available in the classrooms in addition to handwashing. Teachers will develop a handwashing schedule for their classrooms a minimum of three times per day. Visuals will be created and posted at all sinks in the building to reinforce proper handwashing.

Staff will be trained at the beginning of the school year during professional development on how to cough and sneeze into their elbow or cover with a tissue. Tissues should be disposed of in the trash at once and hands should be washed. Teachers will teach this to the students on the first day of school and reinforce this daily in the classroom. Visuals will be created and posted at all sinks in the building.

Staff will check soap and hand sanitizer daily and request refilling when needed. Students will have a container with their own supplies to limit sharing of school items. Each student will be assigned their own personal work space and cubby.

Cleaning

Cleaner and disinfectant will be used throughout the building to clean surfaces.

Staff are responsible for disinfecting classroom light switches, door handles, tables, student desks and bathrooms every four hours. The sensory rooms, library, laundry room and adult daily living room must be disinfected after each use. The classroom staff will be responsible for cleaning these rooms upon exit. Students will not be permitted to use the Envirox cleaner spray, but can use the wipes.

Staff will disinfect the light switches, door handles, benches, and public bathrooms every four hours (in the common areas). Playground structures must undergo normal routine cleaning.

Cleaning products will be stored in the locked closet in the school. Staff must wear gloves, a surgical mask and a face shield while cleaning.

Athletics

N/A

Screening

The school programs will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

Students that become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask if they can medically tolerate one. If the student cannot wear a mask, the staff that will be caring for the student will be required to wear a N95 mask. If the student is coughing, the staff caring for the student will wear a face shield.

Symptomatic students or staff will be sent home from school and kept home until they have tested negative or completely recovered according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared). If a student or staff tests positive for the COVID-19, they will need two FDA approved tests that show they are COVID-19 negative. A document showing results must be turned into administration in order to return to school.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work and stay home if they have a fever of 100.4 or above, gastrointestinal symptoms and/or respiratory issues. Upon arrival, staff will fill out a daily COVID-19 Screening Tool. Staff will have a temperature check via a kiosk at the door upon arrival. If a staff has a temperature of 100.4 or above, they will be sent home immediately.

Students will have a temperature check upon entry on to the bus daily. If the student has a temperature of 100.4 or above, they will not be transported to school. Families are encouraged to check their student's temperature at home prior to sending the student to school and keep them home if they have a temperature of 100.4 or above. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and follow up with a primary care provider.

Testing

The school programs will cooperate with the local public health department regarding implementing the protocols for screening students and staff. The contact is Melissa. 673-8114

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported by Lighthouse and the Lighthouse Policy will be followed for testing.

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported for off-site testing. Staff will be responsible for arranging their own transportation.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared).

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored. Testing is not recommended unless symptoms develop.

Busing and Student Transportation

Staff and students will use hand sanitizer upon entry to the bus.

The bus driver, support staff and students in grades pre-K – age 26 will wear masks while riding the bus if medically able.

TISD transportation vehicles will be disinfected prior to and after each route. Students will not be present during cleaning. Special attention should be paid to 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. Clean and sanitize equipment including items such as car seats. This will be part of the pre-trip and post-trip preparation done by the drivers.

Wheel chairs, walkers and adaptive equipment being transported will be disinfected in the classroom daily by classroom staff.

Staff that transport students using vans will disinfect prior to and after each route/trip. Students will not be present during cleaning. Special attention should be paid to 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.

If a student becomes sick during the day, the parent or guardian will be called to pick up that student. They will not be permitted to ride the bus home.

If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to work until cleared.

Weather permitting and health plan taken into consideration, drivers will consider keeping windows open while the vehicle is in motion to help prevent the spread of the virus by increasing circulation.

TISD Itinerant Group -

PPE

Face coverings will be worn by staff and students as required above. Students that cannot wear facial coverings due to safety/health concerns will have this documented with administration of that building. Any staff person or student that is unable to remove or put on the facial covering without assistance will not be able to wear the mask. Staff that cannot wear a mask must provide the employer with a note from a health care provider to be exempt. Masks will be provided for staff and students that do not have one. Handmade facial coverings must be washed daily.

Hygiene

Each ISD and local building/program will have Hygiene protocols established. All itinerant staff will be required to follow hygiene protocol within their assigned buildings.

Cleaning

Itinerant staff will be responsible for disinfecting office/classroom/therapy room light switches, door handles, tables, and work surfaces after any therapy session (along with the scheduled custodial cleaning that will occur throughout the day in any given building).

Itinerant staff will have access to cleaning products located in each building. Staff must wear gloves, mask, and face shield while cleaning.

Athletics

NA

Screening

Itinerants should conduct daily self-examinations, including a temperature check, prior to coming to work and stay home if they have a fever of 100.4 or above, gastrointestinal symptoms and/or respiratory issues.

Staff will also adhere to the screening protocols established in each program and building in which they are assigned. Any staff member observing health related issues while working with a student should report this immediately to the school office.

Testing

Itinerant staff will cooperate with local district (or ISD) policy regarding the screening of students and staff.

Itinerant staff will cooperate with the local public health department regarding implementing the protocols for screening students and staff.

Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask (if able) and be transported for off-site testing. Staff will be responsible for arranging their own transportation.

Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines (No fever for 72 hours without medication, no respiratory symptoms, and ten days have passed since symptoms first appeared).

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff will be closely monitored. Testing is not recommended unless symptoms develop.

Bussing and Student Transportation

Wheel chairs, walkers and adaptive equipment being transported will be disinfected in the classroom daily by classroom staff. Itinerant staff may assist when necessary.

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*.

Tuscola Technology Center - To the extent that it is feasible, we will include all of the highly recommended protocols in our Preparedness Plan if our region is in Phase 5 of the Michigan Safe Start Plan.

Highland Pines School - We included all highly recommended protocols in our plan for phase 5.

WEC & PWL - We included all highly recommended protocols in our plan for phase 5.

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) - We included all highly recommended protocols in our plan for phase 5.

TISD Itinerant Group - The protocols ancillary staff will be expected to follow are dictated by Preparedness Plans developed by ISD programs and local education agencies in which they are assigned.

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*.

Tuscola Technology Center - There will be no highly recommended protocols in our Preparedness Plan that we will not include in our Preparedness Plan if our region is in Phase 5 of the Michigan Safe Start Plan, so long as they are feasible.

Highland Pines School - N/A

WEC & PWL - NA

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) - NA

TISD Itinerant Staff Group - NA

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**.

Tuscola Technology Center – No.

Highland Pines School - No

WEC & PWL - No

Off-Campus (Lighthouse Off-Campus, Betsy's Place, Caro Center) - No

TISD Itinerant Group - 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 17, 2020

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

Signature on file at Tuscola Intermediate School District Central Office:
James M. Welke, President, Tuscola Intermediate School District Board of Education

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.

URL: http://www.tuscolaisd.org/about/board_of_education/c_o_v_i_d_19

Name of District/PSA/Nonpublic Leader Submitting Plan: Eugene W. Pierce, Superintendent

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

Date Submitted to State Superintendent and State Treasurer: April 17, 2020