

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Approved: July 20, 2020

Name of District: Akron-Fairgrove Schools

Address of District: 2800 N. Thomas Rd., Box 319, Fairgrove, MI 48733

District Code Number: 79010

Web Address of the District: www.akronfairgrove.org

Name of Intermediate School District: Tuscola County Intermediate District

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.

Akron-Fairgrove Schools plans to use a hybrid model of instruction using online learning platforms as the primary mode of instruction (i.e. Google Classroom, Edgenuity, Compass Learning). For those students that do not have a device, the district will provide devices in grades 3-12 at least one per home. Devices will be provided for students in grades K-2 that do not have access to them at home, to the extent feasible. Students without devices or internet access will have access to instructional materials through a weekly 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. 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. The district will do everything it can to meet student/family needs and allow for full participation.

As connectivity “hot spots” become available, they will be distributed around critical areas in the district that do not have internet access

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, Class Dojo, Google Hangouts) 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, Google Hangouts), with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (virtual meetings, email).

For students with technology access, content will be delivered through the online platform, (Google Classroom, Google Hangouts). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) daily between 8:00 - 3:00pm and asynchronous instruction through pre-made videos/lessons multiple times per week. For those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided during meal distribution. Packets will be mailed or delivered to the student if they do not participate in meal distribution.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Edgenuity, Compass

Learning). 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. For students without technology access, 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. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. 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).

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive either an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. The students will be given credit or no-credit. For students enrolled in the Tuscola Technology Center CTE programs we will work with the CTE Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

If a student has access to technology, 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. If a student does not have access to technology, 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 (Behavior Coaches, Social Workers, DHHS, ISD supports etc.)

The district 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 (Behavior Coaches, Social Workers, 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 and or Behavior Coaches/Social Workers 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.

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 coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.
- Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Fabric and clear face coverings will be provided to preK-5 teachers with the requirement to wear the clear face covering during instruction. Any other teacher at any grade level may also request a clear face covering if they so choose.
- The district will provide paper face coverings for students. Students supplying their own cloth face coverings are responsible to wash them daily.
- Individuals (staff or students) who claim medical exemption will need to meet with the Principal to provide the rationale and appropriate documentation.
- Exempted individuals will be recorded in a master database and issued a card from the front office to be carried while on school premises.
- PreK-5 students will not be required to wear a face covering once they are situated in the classroom, but must wear one while in common areas such as the hallway. K-5 students may be required to wear a mask during some activities in the classroom, i.e. small group activities.
- Students who are capable of wearing a face covering and decline to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, etc.) and asked to put the face covering on.
- Parents will be notified by the administration of repeated instances of non-compliance. If the non-compliance is excessive, an individual plan will be put into place.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and may face disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, vendors, contractors, mechanical repairs personnel, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance may result in the guest being escorted from the building by the building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and action.

2. Hygiene

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

- Common drinking fountains will be taped off and bottled water will be supplied and available throughout the day as appropriate.
- Every classroom will be supplied with hand sanitizer
- Teachers will contact the office immediately if hand sanitizer runs out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via web pages, bulletin boards, and the like. It will include
 - Hand-washing schedule
 - Room and materials cleaning schedule
- Staff (teachers, paraprofessionals, etc.) will teach the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels,
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 13
 - Monitor hygiene supplies and refill as needed
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 13
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.
- Students will be as socially distanced as possible and as the buildings allow. Wherever possible, students will remain in cohorts with opportunities to participate in outdoor educational settings.
- School meals will be provided in classrooms, larger areas such as gymnasiums, outdoor settings. [Food Service/Meal Procedures](#)

3. Cleaning

Please describe how you will implement the cleaning **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 the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. [Cleaning and Disinfecting Public Spaces for COVID-19](#)
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.

- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building.
- Custodial staff will clean all high frequency usage areas at 10:00 a.m., 1:00 p.m., 4:00 p.m. and following any evening activities in the building.
- The gym and media centers will have EPA-approved cleaning supplies stored in an area away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- When students exit a classroom, custodians will wipe down desks with EPA-approved disinfectant. Cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms. Sanitizing wipes will be provided for each student to wipe their desks at least twice daily
- Playground equipment will be disinfected per CDC guidelines.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Athletics

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

- All athletic programming will be aligned with MHSAA guidelines, protocols, and requirements.

5. Screening

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

- A copy of our screening and exposure plan will be submitted to Tuscola County Health Department. This plan will be reviewed monthly with the district administrators and the Health Department along with the status of any referrals from the prior month.
[Screening and Exposure Plan](#)
- Daily student temperature checks will be conducted, by designated staff prior to entrance to the bus or the school building. A consent form will be on file with the school office. Find the form here: [Consent for Screening](#)
- Each school building will identify a remote and secluded room for students displaying symptoms of illness. This room will be outfitted with appropriate PPE, face shields, masks, gloves, sanitizing wipes, and log sheets.
- Students identified as showing symptoms of illness will not be left unattended by staff and a log sheet of activity will be maintained at 15-minute intervals until the student has been safely released to a designated adult. Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where they may choose to report for testing <https://www.tchd.us/> or encouraged to contact their healthcare provider.
- Students directed by the Health Department to receive testing that receive a positive result must be quarantined away from school for 14-days or until a negative test result before returning to school.
- All school staff will be required to conduct a health safety self assessment at home prior to coming [Screening for Staff](#). If any of the questions answered are “yes” the staff member must call the central office before coming to the district as well as a

temperature check upon entering the building.

- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form. A designated staff member will monitor this form daily and follow up with any symptomatic person and assist them in locating a testing site and ensure they understand the results should be reported back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for 14 days or until a negative test result. Days of quarantine for COVID-19 positive results will NOT count against employee sick/personal time allocations.

6. Testing

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

- Referrals for testing will be made to the Tuscola County Health Department

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).

- A weekly meeting will be held with transportation employees to review the criteria required for level IV and discuss concerns or issues arising.
- Signage will be added to each bus to address the use of face coverings of all students and drivers, use of hand sanitizers and cleaning protocols.
- District provided transportation will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- Hand sanitizer will be supplied on each bus. [Transportation Procedures](#)
- Cleaning supplies in compliance with the CDC will be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of 90 days.
- Face coverings will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- An adult bus aide will be assigned to each bus run in addition to the driver. This bus aide will take temperatures as well as to monitor students.
- Communication will be sent out routinely to families related to the mandatory nature of wearing a face covering on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless "It is determined on a case by case basis that it is not safe for the individual to wear a face covering."
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face covering.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face coverings and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and

when stopped.

- 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.** 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*.

The district will continue to implement Phase IV policies, procedures and protocol during Phase V. Leniency for individuals in regards to face coverings may be considered by administration.

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*.

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**.

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:

Board of Education approved: July 20, 2020

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

Link to Board Minutes

<https://meetings.boardbook.org/Documents/CustomMinutesForMeeting/1071?meeting=354305>

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

[Akron-Fairgrove Schools: Home](#)

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

**Name of District/PSA/Nonpublic Leader Submitting Plan:
Akron-Fairgrove Schools - Diane Foster, Superintendent**

**Date Approved by Local Board of Education: July 20, 2020 - Signature on file at
Akron-Fairgrove Schools Central Office: Galen Smith, Board President**



Minutes of Board of Education approving Plan

[Akron-Fairgrove Schools: Home](#)

<https://meetings.boardbook.org/Documents/CustomMinutesForMeeting/1071?meeting=354305>

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

Date Submitted to State Superintendent and State Treasurer:

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FILE NAME	Akron-Fairgrove C...an Board Approved
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The document has been completed.