

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: The City of River Rouge Schools

Address of District: 1460 Coolidge Hwy, River Rouge, MI 48218

District Code Number: 82120

Web Address of the District: <https://riverrougeschools.org/>

Name of Intermediate School District: Wayne RESA

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

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

River Rouge School District's Input into the 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.

River Rouge School District has designed learning for equity and access using district power standards identified and aligned to the Common Core Standards, Michigan K-12 Standards for Social Studies, and Next Generation Science Standard. We will offer two options: a Distance Learning Model and a Virtual Learning Model of instruction that will meet the needs of ALL

Distance Learning Model:

- Online instruction will take place during students' regularly scheduled school schedule with each period's teacher. Students will receive their schedules at least one week prior to the first day of school. Teachers will work from their classrooms to conduct distance learning lessons.
- Students in grades 9-12 will use the Google classroom platform. This platform will include videos, slideshows, notes for students to access to supplement the online instruction that takes place daily k
- Students in grades K-8 will primarily use the Zoom & Google classroom platform. Both platforms will include virtual instruction, online distribution of assignments, and videos and slideshows, and Technology Supplements.
- The district will provide devices to K-12 students who are without a learning device as well as internet access. For students with technology access, content will be delivered through the online platforms
- As teachers create weekly lesson plans, online plans and links to student material must be included in preparation for distance learning. All material must align with content standards and appropriate grade levels.
- Elective courses will provide project-based assignments with daily instruction and attendance.
- Instructional Packets - all teachers will offer this option - to mirror lessons placed onto Google Classroom or taught on the Zoom platform. Supplies will be made available to families that do not have them. Support Staff and teachers will contact students/parents to support them with their work and provide tutorial assistance. Academic Work Packets and Project-Based Learning - Packets will be distributed at the school and will be stored on the school's website. For those students who choose this option, 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 monthly during meal distribution. Packets will be mailed or delivered to the student if they do not participate in meal distribution.

- [MISTAR Illuminate](#) - student monitoring and assessments
- YouTube videos. Podcasts, Instagram live of instruction by teachers
- Google Meet and Google Hangout meetings with students
- Supplemental online resources: Discovery Education (Science), Delta Math (Mathematics), Khan Academy (ELA and Mathematics), Edmentum (Special Education), Online textbooks - McGraw-Hill (Social Studies), Miller Math, and Newsela (all subjects)
- [SAT plan](#)
- Practice SAT and PSAT is available through Illuminate (9th-11th grades)
- [SAT resources](#) shared with all 11th grade students. PSAT resources shared with all 9th-10th graders via Google Classroom, website, Khan Academy, Illuminate.

Students can access Google Classroom and supplemental online resources via a phone, tablet, laptop, or computer. Google Classroom app can be downloaded to all devices in order to access.

Pick-up times will be offered to students and parents to pick up instructional packets monthly.

Teachers stay in contact with students via email, phone, Remind app, Google Meet, Google Hangout, Zoom, website, Student Connect via MISTAR..

Teachers will conduct classes during the normally scheduled time. Teachers also monitor assignments submitted in Google Classrooms. Students also send emails and messages to reflect their work completed on instructional packets. Teachers check in with individual students at minimum weekly via the various communication methods listed above. Teachers submit communication logs to document and note interactions with other teachers, students, and parents. Administrators meet with departments weekly to discuss monitoring of student learning and make adjustments as needed.

Parents and students are notified regularly through the following:

- [school website page](#)
- Social media
- Parent and Student Connect - all calls
- Emails - parent and student
- Teacher contacts

Virtual Platform Model:

- To effectively support instruction, the district's K-5 learning management system for the Virtual Learning Platform will be SEE SAW and Plato for grades 6-12.
- Students will have access to appropriate learning devices such as: Chromebooks, I-Pad, Desktops, Android Tablets, and Laptops.
- All students will have access to grade-level/course textbooks/resources as needed to complete their work. The district will do everything it can to meet student/family needs and allow for full participation.
- Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind, and Class Dojo) or through weekly phone calls. We will encourage relationships between students through technology virtual meetings, emails, by phone or text.
- Our teachers will be encouraged to utilize the modes of learning that will work best for their students with considerations given to the age of the students and their overall familiarity with the tools needed to actively engage in the learning.
- Special education students will also have the option to select the model of instruction as we begin the 2020-2021 school year. These students will be supported by their special education caseload provider and their general education teachers. Every effort will be made to ensure their virtual assignments are modified per their Individualized Educational Plan.

- 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:
- All staff and all students in grades preK-12 when on a school bus.
 - All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - All staff when in classrooms.
 - All students in grades 6 and up when in classrooms.
 - 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.

River Rouge School District will begin the school year with both a Distance Learning and a Virtual Learning Option. Once it is safe to return, the district will offer a hybrid learning model or the traditional face to face learning option. River Rouge School District will comply with the governor's executive order regarding the wearing of masks. Students and staff are expected to wear face coverings during school hours (age appropriate). This requirement supports the minimum requirements of wearing face coverings outlined in the Michigan Safe Start Plan and is subject to change.

Policies from Roadmap

Face Coverings

- *Facial coverings must always be worn by staff except for meals.*
- *Facial coverings must be worn by Kindergarten-12 students, staff, and bus drivers during school transportation.*
- *Facial coverings must always be worn in hallways and common areas by K-12 students in the building except for during meals.*
- *Facial coverings must be worn in classrooms by all students' grades K-12.*

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member or student who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- *Homemade facial coverings must be washed daily.*
- *Disposable facial coverings must be disposed of at the end of each day.*

River Rouge School District's face covering protocol:

- Administration will require face masks for all staff members, external partners, parents, and visitors.
- 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 be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. 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.
- The district will provide both disposable mask and face shields for faculty and staff.
- Disposable masks will be available to adults and students without proper face coverings

- If mask cannot be medically tolerated by an individual, then he or she will need to wear a face shield. The shield needs to wrap around the sides of the face and extend below the chin to protect the wearer from respiratory droplets.
- Protective shields may be arranged on student desks and tables as added protection
- All K-12 students will wear a mask in the hallways and common areas as they transition throughout the day (There will be limited transitions).
- Masks include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth.
- Staff and students will appropriately wear face coverings at all times.
- Students in K through twelfth grades will wear face coverings at all times while at school.
- Students will not be required to wear face coverings while eating but will be distanced 6 feet apart to the greatest extent possible.
- Individual needs regarding face coverings will be addressed on a case-by-case basis. Requests for accommodations should be submitted to campus administration.
- Additional protective equipment will be provided to school nurses for use in the clinic.
- Students and staff will be provided with a reusable face covering. Families will be responsible for daily cleaning and requested to supply a student face covering should the one provided by the school become unusable or lost. Staff may be provided with a full-face shield.

River Rouge School District face covering protocol in designated areas:

If mask cannot be medically tolerated by an individual, then he or she will need to wear a face shield. The shield needs to wrap around the sides of the face and extend below the chin to protect the wearer from respiratory droplets.

i) School Bus

Staff from Trinity Transportation will be provided with face coverings by their company which must be worn at all times. RRSD bus aides will be provided with face coverings by the district which must be worn at all times. All RRSD buses will house face coverings (masks) for those students who do not have masks or face coverings. All students must wear face coverings the entire time on the bus. Bus aides will monitor the use of face coverings on each bus.

ii) Hallways and Common Areas

All students and staff must wear face coverings in the hallways and common areas with the exception of eating. Face coverings must cover the nose and mouth at all times. All staff will monitor the wearing of face coverings in hallways and common areas.

iii) Staff in Classrooms

Staff must wear face coverings in classrooms at all times. If staff do not have face coverings, the main office will have masks to provide. Administration will monitor the use of face coverings by staff throughout the building and classrooms.

iv) Students in grades K-12 in Classrooms

Students must wear face coverings in classrooms at all times. If students do not have face coverings, the main office will have masks to provide. Teachers will monitor the use of face coverings by students throughout the building and classrooms. Face coverings must cover the nose and mouth at all times.

2. Hygiene

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

Policies from Roadmap

Hygiene

1. *Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).*
2. *Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.*
3. *Handwashing signs and videos.*

River Rouge School District protocol for disinfecting and hand sanitizing protocol:

- Faculty and staff will teach proper hygiene behaviors when sharing rules, protocols, and procedures at the start of the school years and beyond.
- Visual posters will be displayed in high traffic areas reminding ALL stakeholders of proper hygiene behaviors and social distancing.
- Hand Sanitizer Dispenser in high traffic areas around the school and in all classrooms and offices
- Systemically Fill Soap Dispensers in classrooms and restrooms
- School Nurse will educate and reinforce to both staff and students throughout the year proper cough, sneeze, and hand hygiene techniques
- School will have scheduled handwashing and soap breaks periodically throughout the day (2-3 hours).
- Students' personal items are individually labeled and stored properly.
- Prohibit sharing of personal items and writing utensils.
- Limit use of classroom materials to small groups and disinfect in between use.

Elementary & Secondary

- Provide hand sanitizer upon entry to classroom and periodic teacher reminders during instructional day.
- Habitual and thorough hand washing after recess, before eating and following restroom breaks.
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways
 - Monitor hygiene supplies and refill as needed three times daily
 - Procure hand sanitizing stations as deemed necessary during walk-through with building leader
- Sharing school supplies will be limited, and each student will have their own supply box/case for materials. A list of these supplies will be generated as appropriate for each grade level and shared on the school website.

3. Cleaning

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

Policies from Roadmap

Cleaning

- *Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.*
- *Libraries, computer labs, arts, and other handson classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.*
- *Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.*
- *Playground structures must continue to undergo normal routine cleaning, but using an EPAapproved disinfectant is unnecessary.*
- *Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.*
- *Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.*
- *Students will sanitize their hands entering and leaving the classroom*

The River Rouge School District protocol for campus cleaning and disinfecting to ensure a health learning and work environment for students and staff.

Daily Campus Cleaning

- Each classroom and restroom will be cleaned and disinfected.
- All high-touch areas will be disinfected throughout the day.
- Custodians will be expected to wear PPE (masks and gloves) during work hours.
- Cafeterias will be disinfected between lunch periods.
- Staff and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.
- Classrooms will store disinfectant and gloves in an area that is safe and away from students.
- Using gloves and proper face coverings, our faculty and staff will add an additional layer of sanitization by wiping down desks and classroom surfaces after every class period.
- Administration will progress monitor the effectiveness of the cleaning protocols.

Restrooms

- Campus staff have developed plans based on their individual campus needs to limit the number of students that enter the bathroom at one time.
- Elementary campuses could consider the scheduling of whole class restroom breaks to eliminate co-mingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- Increased disinfecting by custodial staff will occur throughout the school day.
- Staff and students must wash hands with soap and water prior to exiting the restroom.
- Visuals indicating proper handwashing techniques and social distancing will be displayed to consistently reinforce this practice.

4. Athletics

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

Policies from Roadmap

Athletics

1. *Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).*
2. *Student athletes are required to wear masks or face coverings at all athletic activities. During all athletic events, social distancing will be required and practiced. Temperatures and screening questions will be taken at the beginning and end of every athletic activity. These will be recorded and monitored. Student athletes who have been exposed, potentially exposed, or experience symptoms, will be required to quarantine and not participate. All athletic equipment will be sanitized after each player handles them.*
3. *Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.*
4. *All equipment must be disinfected before and after use.*
5. *Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.*
6. *Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.*
7. *Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.*
8. *Handshakes, fist bumps, and other unnecessary contact must not occur.*
9. *Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.*
10. *Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.*

The River Rouge School District’s athletic protocol:

- The district will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held, provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points

to prevent crowding.

- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

All district athletic programming will be suspended until the region has maintained Phase V status for at least 28 consecutive days. At that point, consideration for resuming athletics for the next available sports season (fall, winter, spring) will be made.

5. Screening

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

Policies from Roadmap:

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

River Rouge School District's protocols for screening and isolation:

- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All staff will be subject to daily self-examination prior to coming to work.
- Positive tests for staff members will result in a required quarantine away from school for 14 days
- Upon arrival staff and students will receive daily health screenings to ensure they are free of symptoms.
- A screening monitoring form will be used to track staff and student's well-being.
- Any student who show symptoms of the virus will be isolated in the Nurses Station with the School Nurse
- Parents must arrange for student to be picked up from the school.
- Families are encouraged to check their child's temperature at home prior to school.
- School Nurse will document and track possible cases of COVID to share with Administration and our local health department.

Student Screening:

- Student temperature checks will occur during arrival.
- Each school in the district will identify and designate a room to serve as a designated quarantine area for anyone exhibiting symptoms. Anyone who exhibits symptoms must go here until they can be picked up.
- All classrooms will be equipped with appropriate, face shields, masks, gloves, and sanitizing wipes.

- Each school will identify and train staff personnel that will serve as the school's "quarantine officer".
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with the student for approximately 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

Staff Screening:

- All staff temperature will be taken daily and recorded. There will be a log kept of any staff and/or students who had a temperature for more than 102 degree and exhibited symptoms related to COVID-19 according to the Center of Disease Control.
- All school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Staff who are unable to report to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form as well as through AESOP. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results 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.

Visitor Screening:

- All visitors will be subject to screening by way of a symptom screening form before entering any school in River Rouge. Visitors may be subject to random temperature checks.
- Volunteers are not allowed to visit campuses at this time (including mentors, college representatives, guest speakers, etc.).
- Virtual tools will be used to conduct meetings such as PTA meetings, Title I meetings, etc.
- If visitors have COVID-19 symptoms, or are lab confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- All individuals entering the building will be required to wear face coverings.
- Visitors will stand behind the shield guard installed at reception desks.
- Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

6. Testing

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

Policies from Roadmap:

Schools must cooperate with the local public health department regarding implementing protocols for

screening students and staff.

All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.

River Rouge School District testing protocol for screening students and staff:

- The district will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian for off-site testing.
- Students will be sent to the nurse's station immediately to quarantine.
- Staff will be sent home immediately to get the proper medical attention.
- Families will be notified of present diagnosed cases of COVID in the classroom/school to encourage observation.
- The school will avoid sharing any personal details about cases to families and staff members to ensure we maintain confidentiality.
- The School Nurse will notify our local health department of any possible cases of COVID 19.

Requirements:

Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a mask in place at a designated location until they can be picked up. Staff caring for these children will wear a mask, with the exception of students with special needs requiring aerosolized procedures in which a mask is required.

Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

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).

Policies from Roadmap

Busing and Student Transportation

1. *Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.*
2. *The bus driver, staff, and all students in grades K-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.*
3. *Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.*
4. *Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.*
5. *Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.*
6. *Create a plan for getting students home safely if they are not allowed to board the vehicle.*

7. *If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.*
8. *Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.*
9. *Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.*

River Rouge School District's busing and student transportation protocol:

- The district transportation services will be properly trained on their role with ensuring the safe transporting of students:
- Contracts will be altered as needed to address required cleaning, sanitizing, and professional development to maintain the fleet.
- Assurance statements will be developed to ensure the appropriate use of face covering for all students and drivers, use of hand sanitizers and cleaning protocols.
- The transportation company must clean and disinfect the entire bus and surface areas prior to the morning routes and prior to the afternoon routes.
- The bus driver and assistant must wear proper face coverings.
- Bus driver and assistant will complete a quick health screening of students boarding the bus: Temperature check and ask basic health questions.
- Before students board the bus he or she will receive hand sanitizer.
- Students must wear proper facial coverings while on the bus.
- Seating arrangements of students starting from the back of the bus to the front.
- On buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment before using the bus. This will be noted in the cleaning log.
- If a student is not allowed to board the bus, the bus assistant must notify the parent and the Director of Transportation.

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*.

- Facial coverings should always be worn in hallways and common areas by K-12 students and staff in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing is practiced and enforced, facial coverings for students in grades PreK-5 are encouraged but not required.
- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue.
- Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

- Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.
- Every school have identified and designated a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask. We will recommend that they be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be sent for off-site testing.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.
- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for
- 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
- Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Serving and cafeteria staff should use barrier protection including gloves, and a face covering which would include either face shields, or surgical masks.
- Students, teachers, and cafeteria staff wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

- Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.
- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- The bus driver, staff, and all students in grades K-12, if medically feasible, should wear facial coverings while on the bus.
- Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.
- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.
- Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.
- Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses.
- Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- Encourage close collaboration between transportation and IEP teams to monitor changes to students’ IEPs and implement accordingly.

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

The following Phase 1-4 protocols will be excluded once the executive order shifts to the state being in Phase 5:

- Requiring clear facial coverings for K-5 and Special Education teachers.
- Requiring facial coverings to be worn in classrooms grades k-12
- Outside learning activities (e.g. playground, etc.)

- Lunchroom social distancing. .
- Transportation social distancing

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**.

The following Phase 4 protocols will be excluded once the executive order shifts to the state being in Phase 5:

- Face covering protocol will be optional and not mandated.
- Cleaning protocol will be encouraged and the frequency of cleaning may decrease by the custodial staff. We will do our best to provide signage regarding spacing in line.
- We will do our best to meet the mental health needs of all of our students
- Screening protocol may reduce in frequency, however a trained health professional may be asked to make professional decisions.
- The district may not offer a hybrid learning platform as outlined in Phase 4 but will continue offering engaging online activity options that meets the student's educational need.
- Bussing and transportation protocol may not reflect social distancing
- Athletic Events: Indoor and Outdoor Spectator Events

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 19, 2020

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

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

<https://RiverRougeSchools.org/Core/News/Article/1723>

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: Dr. Derrick R. Coleman

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 12, 2020



Date Submitted to State Superintendent and State Treasurer: