

# **COVID-19 Preparedness and Response Plan**

(Executive Order 2020-142 District Preparedness Plan Template)

08/10/20

**Name of District:** Coopersville Area Public Schools

**Address of District:** 198 East St. Coopersville, MI 40504

**District Code Number:** 70120

**Web Address of the District:** [www.coopersvillebroncos.org](http://www.coopersvillebroncos.org)

**Name of Intermediate School District:** Ottawa Area ISD

**Name of Authorizing Body (if applicable):** CAPS Board of Education

**Board Approved:** August 10, 2020  
**Updated:** September 4, 2020  
**Updated:** October 16, 2020  
**Updated:** May 6, 2021  
**Updated:** June 22, 2021

## 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. CAPS reserves the right to adjust this plan in accordance with current Executive Orders, the advice of the Ottawa County Health Department, or local decisions based on district specific data.

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.

In Phase 1, 2, or 3 the district will offer online instruction provided by CAPS.

CAPS Phase 1-3 Preparedness Plan will provide for forward instruction in all content areas: both core and elective classes and courses. CAPS will follow the guidelines developed in the Districts’ [Continuity of Learning Plan](#) (COL). You can expect that we will move forward with the curriculum with the following expectations:

- **Communication Through Learning Platforms:** Students will access lessons through their teachers’ classroom platforms (Seesaw, or Google Classroom). This information will be provided by each building principal.
- **Schedules:** Students will follow a typical schedule developed by the building team. The schedules will allow for synchronous and/or asynchronous instruction. Certain electives or specials may require modification, and will be communicated directly by principals.
- **Materials:** All students will have a District provided Chromebook. Students will not share a Chromebook. If needed the student can loan a District provided internet hotspot. Those will be limited based on a District survey from the Spring 2020, and new families will be surveyed as they enroll. Students will have access to grade-level/course textbooks/resources as needed to complete their work.
- **Classroom materials or manipulatives:** If required for a lesson and not common household item, the District will provide materials for students to use in support of learning such as workbooks, math manipulatives, or library/leveled books. Materials will be sent home if Phase 1-3 instruction is required.
- Teachers should adopt one of the district supported learning platforms (Google Classroom, or SeeSaw).

- Teachers will support students by making activities and lessons as easily accessible as possible for all students.
- Teachers will be accessible for synchronous instruction (virtual meetings/office hours) when required. Please ask your building principal or assistant principal if you have questions.
- The principal and teaching staff will monitor and encourage participation of all students. Staff will be assigned to meet with students and families as needed to support individual needs.
- Dual enrollment students will continue and 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.
- CTE program students will continue to work with the CTC 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.
- 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 Pre K - 12 when in classrooms.

- Face coverings will be optional throughout the remainder of summer programming for students and staff.
- All CAPS students in preschool through grade 12 will be required to wear masks while using school transportation and while in public areas such as hallways and cafeterias.
- CAPS students in grades Pre K - 12 will have to wear masks during class except while eating or drinking; **and during outdoor mask breaks/learning opportunities when socially distanced up to six (6) feet.**
- Homemade or basic disposable masks are acceptable, please refer to student handbooks for other expectations (ie. follow dress code expectations).
- CAPS teachers and staff will be required to wear masks all day except when eating/drinking; **and during outdoor mask breaks/learning opportunities when socially distanced up to six (6) feet.**
- Exemptions for face coverings – Anyone who has a medical waiver written by a physician or any individual who is incapacitated and cannot remove the mask without assistance. **Only the Superintendent can approve waivers signed by a physician**

(MD or DO).

## 2. Hygiene

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

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Each building will have a hygiene protocol. It will include:
  - Hand-washing routines and instruction
  - Room and materials cleaning schedule
- Teacher or other staff will teach students 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
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will:
  - Procure adequate soap, hand sanitizer, paper towels, tissues
  - Post signage related to cleaning and hygiene strategies
  - Monitor hygiene supplies and refill as needed
  - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 10
- Sharing school supplies will be limited.
- 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.

## 3. Cleaning

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

- Frequently touched surfaces outside the classroom, “shared areas” including light switches, doors, benches, and bathrooms will be disinfected at least every four hours.
- Classrooms, including libraries, computer labs, and other hands-on learning areas, will undergo cleaning, (student desks included) after each class period with wipes provided and approved disinfectant.
- Playground structures will undergo normal routine cleaning. **Pre K-5 students will be allowed to use playground equipment in cohorts.**
- Ensure safe and correct use and storage of all sanitizing, disinfecting and cleaning

materials securely away from children with adequate ventilation when staff use products.

- Custodial staff will wear gloves, face covering and face shields when performing sanitizing and disinfecting activities. Educational staff will wear gloves and face covering when disinfecting and cleaning in their classrooms.
- Increase HVAC amount of fresh air circulating in each building where mechanically possible.
- Disinfect any classroom that has a confirmed Covid-19 positive case with an electro-static sprayer.
- Conduct audit of necessary materials and supply chain for cleaning and disinfection supplies.
- Establish district-level guidance for cleaning and disinfecting all core assets including buildings and playgrounds.
- Establish district-based alert protocol for custodial staff to update any changes in cleaning guidelines issued by OSHA and/or the CDC.
- Maintenance supervisor will convene regular custodial staff meetings to review district cleaning and disinfection processes and provide up-to-date advanced training.
- Assistant Director of Operations and Transportation along with maintenance supervisor will conduct audit of all school buildings prior to the start of in-school student instruction with a focus on the following characteristics:
  - How many classrooms are available
  - The size of each classroom
  - Additional spaces that are available to increase social distancing
  - The ventilation in each classroom
  - Readiness of classrooms and common spaces are ready for staff and students
- Procure level-1 surgical facial coverings, including those with a transparent front, for preK-5 teachers, low income students and students with special needs.
- Maintenance supervisor will ensure the following building facilities are maintained for each building:
  - HVAC systems at each building are running efficiently
  - Air filters are changed on a regular basis and logged
  - Each classroom is equipped with wastebaskets, tissues, and CDC-approved soap
  - Signage regarding handwashing, cough etiquette and nose blowing is widely posted and encouraged through multiple means of communication
- School leaders will conduct a building walk-thru's and document that classrooms, common spaces, and the exterior are ready for staff and students.

#### 4. Athletics

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

- CAPS will follow all required protocols for athletics.
- CAPS will follow the MHSAA guidance and OK conference recommendations on athletics.

## 5. Screening Students and Staff

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

- CAPS will cooperate with the Ottawa County Health department to implement protocols for screening students and staff.
- Families are expected to self-assess students for fever of 100° or above, deep raspy cough, trouble breathing, shortness of breath or severe wheezing, chills or muscle aches, sore throat, loss of smell or taste, change in taste, nausea or vomiting, diarrhea, or headache.
- Daily, staff will be expected to complete a self-assessment prior to reporting to work.

## 6. Testing Protocols for Students and Staff and Responding for Positive Tests

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

- The Ottawa County Health Department will provide screening/testing protocol. It will be reviewed monthly with the District and the Health Department along with the status of any referrals from the prior month.
- Each school building will identify a safe room, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE. 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.
- The health department will be contacted after parents have been contacted to assist in contact tracing.
- 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 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 nurse 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.
- Ottawa County Health Department will be notified of any positive test for staff and students. Protocol provided by the Health Department will be followed.
- Positive tests for staff members will result in a required quarantine away from school as directed by the Ottawa County Health Department.
- CAPS will appoint a COVID liaison to communicate with the Ottawa County Health Department about all COVID positive tests. Each building will identify a COVID liaison who will report to the district liaison.

## 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).

- Drivers, staff and students will be required to use provided hand sanitizer and wear a face covering, if medically feasible, before traveling on the bus. Any medical exceptions will be addressed on a case-by-case basis with local public health officials.
- Each transportation vehicle will carry disposable masks in the event a student arrives for transport without one.
- School transportation vehicles will be disinfected before and after every transit route. Children will not be present during the disinfection process.
- Sanitize and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Plan created for getting students home safely if they are not allowed to board the vehicle.
- Students that become sick during the day will not use group transportation to return home and will follow protocols listed above.
- Sick staff and drivers will follow protocols outlined earlier in plan and will not return to service until protocols are met.
- Whenever weather permits, windows will be kept open to circulate air both while moving and between trips.
- The transportation supervisor will conduct the following activities prior to the re-opening for in-person instruction:
  - Audit number of busses needed and current inventory
  - Identify maximum capacity of busses and note any variation by bus model
  - Contact each driver and determine continued employment along with assessing potential substitutes and trainees available
  - Review driver shortage protocol
  - Assess impact of Covid-19 preparedness plan on current routes
  - Prepare in-service training for drivers that includes protocol as outlined in our preparedness plan, high risk populations procedures, and communication process for bus incidents that impact Covid-19 preparedness plan

**C. 1.** Indicate which strongly 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*.

- CAPS will follow all strongly recommended protocols for personal protective equipment ([page 38](#)).
- CAPS will follow all strongly recommended protocols for hygiene ([page 38-39](#)).
- CAPS will follow all of the strongly recommended protocols for screening students, staff and guests([page 40](#)).
- CAPS will follow all of the strongly recommended protocols for responding to positive tests among staff and students ([Page 41](#)).
- CAPS will follow all of the strongly recommended protocols for Food Service, Gathering and Extracurricular Activities ([page 42](#)).

- CAPS will follow all of the strongly recommended for Athletics in partnership with MHSAA and OK conference officials.
- CAPS will follow all of the strongly recommended protocols for Cleaning ([page 43](#)).
- CAPS will follow all of the strongly recommended protocols for Busing and Student Transportation ([page 43](#)).
- CAPS will follow all of the strongly recommended protocols for medically vulnerable students and staff ([page 44](#)).

2. Indicate which strongly 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*.

CAPS will follow all the strongly recommended protocols in the Roadmap for Phase 5.

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

CAPS will maintain 6ft social distance where possible. There are certain classrooms and common areas that may not maintain 6ft separation. Most classrooms and common space will provide social distancing.

## 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:**

**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:**

*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: Matt Spencer, Superintendent**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:  
8/11/2020**

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