

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

<https://www.col-essentials.org>

Final
08/17/20

Name of District: Brighton Area Schools

Address of District: 125 S. Church Street, Brighton, MI 48116

District Code Number: 47010

Web Address of the District: www.brightonk12.com

Name of Intermediate School District: Livingston Educational Services Agency

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.

In phase 3:

Instructional Modes:

Governance

- BAS has formed a Return to School Planning Committee that oversees the planning and implementation of the Return to School Plan in every phase.
- BAS has sent surveys to families, staff, and 7-12 students regarding feedback from the Spring Continuity of Learning Plan
- BAS has sent multiple surveys to parents and staff members in the summer of 2020 to gauge needs and interests related to returning to school

● Remote Instruction-Format for Learning

- BAS plans to use a remote model of instruction using online learning platforms as the primary mode of instruction.
- Every student in grades K-12 will have access to a Chromebook as needed.
- Students without internet access will have access to the internet through our extended wifi.
- 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.

● Remote Instruction Communication

- Teachers/Staff will be expected to make weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind) or through weekly phone calls.

- Staff will continue to hold community circles at least once per week with an emphasis on continuing to build relationships and maintain connections using Google Meet.
- Staff will be meeting with their students synchronously to deliver instruction and build relationships through Google Meet.
- **Remote Instruction Delivery**
 - All content (district curriculum) will be delivered through a learning platform, such as google classroom in grades K-12.
 - Teachers will have a weekly plan of all learning materials and lessons posted to the learning platform so that parents and students can prepare for what is ahead.
 - Staff will be accessible for synchronous instruction and to outline the learning plan for the week for their students and parents.
 - Staff will meet with small groups of students multiple times per week. Teachers will provide academic lessons for the week including reading, writing, math, science, and social studies.
 - Specials teachers will provide a lesson on art, music (general music, band, orchestra), PE.
 - Teachers will have synchronous instruction (live instruction) during the week and asynchronous instruction.
 - Students at the 7-12 level will have block scheduling during the remote learning plan where they will meet with their teachers synchronously.
 - Teachers will have office hours after every course so that students can stay “after class” to ask any follow-up questions.
- **Monitoring**
 - All teachers will monitor student access and assignment completion on a regular basis within the learning platform.
 - 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.
 - Students are required to attend all lessons and are also expected to complete all assignments.
 - Students will also be assessed during this time similarly to how they would be assessed during face-to-face learning.
- **Communication**
 - This plan will be communicated through email, text, and phone to all of our parents/guardians.
 - Parents will receive an email with the plan attached, 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.
- **Dual Enrollment**
 - For our students in dual enrollment courses, we will be working with the provider to determine the 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 CTE programs we will 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.

- **Virtual Learning Plans:**

- 1. **Brighton Virtual Academy**

- Students in grades JK-8 will have the option of synchronous/asynchronous learning through the Brighton Virtual Academy (BVA) through the Moodle learning system platform.
- BVA uses Florida Virtual curriculum which is aligned with MI State Content Standards.
- Brighton teachers assigned to the BVA will enhance the Florida Virtual content with BAS lessons, activities, instructional practices, and assessments.
- Students will have access to technology devices and connectivity as needed, along with physical materials necessary for support (supplies, textbooks, apps)
- Students will be enrolled in the virtual track created for each building and will be included in culture building programming throughout the year
- Students can move back into face-to-face instruction at the end of a term

- 2. **Michigan Virtual at BHS**

- Students in Grades 9-12 will have the option of asynchronous learning through Michigan Virtual (MV) through Brighton High School using the D2L learning platform
- The teacher of record will be a MV certified teacher
- Students will be assigned a mentor who will support/help manage their learning and progress
- Students will also have access to BHS core content level teachers who will provide live and recorded sessions weekly.
- Students can move back into face-to-face instruction at the end of the semester.

Spacing, Movement, Access

- Schools are closed for in-person instruction.
- School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.
- School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administration.

Lunch, Assemblies, Extracurriculars

- Food distribution programs enacted
- All inter-school activities are discontinued.
- After school activities are suspended.

- 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.

Instructional Modes:

Governance

- BAS has formed a Return to School Planning Committee that oversees the planning and implementation of the Return to School Plan in every phase.
- BAS has sent surveys to families and staff regarding feedback from the Spring Continuity of Learning Plan
- BAS has sent multiple surveys to parents and staff members in the summer of 2020 to gauge needs and interests related to returning to school
- Over 75% of BAS Families consistently indicated on multiple surveys that they want their students to return to school this fall for in-person instruction.
- The BAS Board of Education has approved the plan to return to school for in-person instruction based on 1) Livingston County has maintained a low rate of infection that is actually consistent with the rate for communities that are located in the Phase 5 regions in northern Michigan, and 2) the growing number of students in our district who already committed to enrolling in one of our virtual platforms would allow the district to achieve a greater degree of social distancing inside the classrooms for the safety of the teachers, staff and students who will be engaged in the in-person learning.
- To promote social distancing, the district will use our virtual offering (BVA and MV at BHS) to reduce class sizes. The Board of Education will also consider terminating its current Section 105c plan to mitigate community spread.
- The Board of Education also approved moving the start date of school from August 24th to September 8th. The decision was based on giving the community more time to mitigate community spread and the district time to observe the impact of schools reopening on the positive infection rate in the area. A significant rise in the rate could result in a limited or total remote start for the first two weeks of school that would be re-evaluated every two weeks.

In-Person Learning:

Half Day Start for first week of school: Returning to school post quarantine will be a challenge emotionally for students and staff. Reducing the hours for the 1st week may also reduce anxiety related to the pandemic. Stamina for wearing facial coverings and social distancing will need to be built. Focus will be on learning safety procedures and building relationships.

Student Expectations:

1. Students attend morning sessions for in-person instruction.
2. Students will be required to participate asynchronously in afternoon remote learning, reinforcing learning from the day.
3. Attendance protocol set by the district will be required for students.

Staff Expectations:

Staff will participate in afternoon professional learning/collaboration focusing on in-person and remote learning, instructional delivery, content planning, assessments, and more.

2-1-2 Weekly Schedule:

Schools would meet for in-person instruction on Monday, Tuesday, and Thursday, Friday for first semester. Wednesdays would be a remote learning day for students. This model optimizes in person learning while mitigating the challenges of schooling during the pandemic (wearing masks, distancing and cleaning routines). Focus is on quality instruction and learning supports while caring for the well-being of students and staff. Wednesday remote learning will build students' online learning skills, provide time for additional supports, while also providing professional learning/collaboration time for staff. In addition, this will provide time for deep cleaning of buildings and busses.

Student Expectations:

1. Remote learning using a consistent digital platform.
2. Students are required to participate in asynchronous learning.
3. Some students may participate in supplemental live session opportunities.
4. Attendance protocols set by the district will be required for students.

Staff Expectations:

1. Staff will hold live sessions to support individual student needs and support groups.
2. Staff will provide asynchronous work that aligns to current class/course content that provides a space for student community and collaboration.
3. Staff will be participating in afternoon professional learning/ collaboration regarding in person and remote learning, instructional delivery, content planning, assessments, and more.

JK-6 Classroom Cohorts:

Students in grades JK-6 would learn in classroom cohorts, reducing the points of contact. Specials/Encore classes may be taught in the cohort classroom when possible (exceptions for physical education and music). Learning support for students (SE, 504, EL, RtI) would continue to be provided following safety protocols. The goal is to provide the best instructional experience in the safest environment possible. Cohorts would also allow for additional best practice small group learning and collaboration.

Block Scheduling 7-12:

Brighton High School and Scranton Middle will implement a block schedule where students attend half of their classes in a single day with extended time, then the following day students would attend the other half of their classes. A block schedule significantly reduces the number of transitions between classes, the number of close

contacts daily, and provide opportunities for additional lunch sessions. In terms of instruction, passing time will be absorbed back into instruction and less time is spent on cleaning and classroom management routines. A block schedule offers a blend of direct instruction, application, critical thinking/problem solving, and collaboration maximizing student learning and engagement.

Virtual Learning Plans:

Brighton Virtual Academy

- Students in grades JK-8 will have the option of synchronous/asynchronous learning through the Brighton Virtual Academy (BVA) through the Moodle learning system platform.
- BVA uses Florida Virtual curriculum which is aligned with MI State Content Standards.
- Brighton teachers assigned to the BVA will enhance the Florida Virtual content with BAS lessons, activities, instructional practices, and assessments.
- Students will have access to technology devices and connectivity as needed, along with physical materials necessary for support (supplies, textbooks, apps)
- Students will be enrolled in the virtual track created for each building and will be included in culture building programming throughout the year
- Students can move back into face-to-face instruction at the end of a term

Michigan Virtual at BHS

- Students in Grades 9-12 will have the option of asynchronous learning through Michigan Virtual (MV) through Brighton High School using the D2L learning platform
- The teacher of record will be a MV certified teacher
- Students will be assigned a mentor who will support/help manage their learning and progress
- Students will also have access to BHS core content level teachers who will provide live and recorded sessions weekly.
- Students can move back into face-to-face instruction at the end of the semester.

Student Support Systems:

- Students' IEPs (Individualized Education Program) or 504 plans will be reviewed in coordination with general, special education teachers, parents/guardians, and service providers. To address any data-driven accommodations and/or services that are needed due to known changes in students' needs, the IEP Team or 504 team will meet with the parent to ensure the IEP or 504 reflects the specific needs of the student and outlines accommodations and/or interventions to address deficit areas.
- As intervention and support services commence, plans must include all programs and learning environments. Students with disabilities will be provided equal access to alternative modes of instruction provided to students without disabilities.
- Establishing structures for general and special education teachers to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technology when able.
- Related service providers will develop a continuation of services or instructional plan to foster ongoing learning for students who receive Occupational Therapy, Physical

Therapy, Speech & Language, or Social Work services. These services may be delivered using a virtual platform. Plans will allow students and families to meaningfully access the alternative modes of instruction.

Social Emotional Supports:

Students, families, and staff will benefit from tools and resources as we begin the 2020-2021 school year. We know that our students are unable to have full success if their basic needs are not met. As COVID-19 has created both public health and economic uncertainty, we plan to ensure that students and their families have access to the necessary Social Emotional Learning resources, health information, and food.

- District staff will gather data through weekly lessons with a focus on student wellness.
- Surveys, wellness checks, and community referrals will be completed which will allow appropriate school, community, and/or targeted resources to be provided to students or their family.
- Supports included in the 2020-2021 plan include screeners, resource hubs, building-level plans, social-emotional lessons at all levels, ongoing check-ins, and access to community resources.

Communication:

The district has designed a COVID-19 Communication Plan to help improve and drive our communication efforts moving forward.

Examples:

- Positive messaging directed specifically to students to help prepare them for the return to school.
- Centralized website to house all things Return to School
- Scheduled, topic-specific “Town-Hall” style zoom meetings hosted by the Supt and guest admin/teachers to build understanding & comfort with the plan.

The Return to School Plan will be communicated through email, text, zoom info meetings, and social media to all of our parents/guardians.

- Parents will receive an email with the plan attached, directing them to our district website where they can access.
- The plan will be posted in a prominent location on our district website, on our Return to School website and a link will also be posted on our district and building Facebook pages.

Face Coverings:

i) Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering

without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

The bus driver, staff, and all students in grades preK-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 shall be made on a case-by-case basis with local public health officials.

ii) Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- Students who are medically unable to wear a mask must have a signed release, including a doctor's signature, on file with the District.

iii) Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member 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.

- PreK-5 and special education teachers should consider wearing clear face coverings.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

iv-v) Facial coverings must be worn in classrooms by all students grades JK-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one. Note: Handbooks and Code of Conduct policy will be updated to include language about the expectation to wear masks.

2. Hygiene

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

Hygiene:

- Students and staff will wash/sanitize their hands upon entering their classroom at the beginning of the day.
- Students and staff will cough/sneeze into their elbows or cover with a tissue. Used tissues will be thrown in the trash and student/staff will wash hands immediately.
- Students and staff will wash/sanitize their hands before and after meals.
- Students should not share personal items (pencils, markers, etc...) with other students. Personal items should be kept separate from other students. If sharing occurs, students shall wash/sanitize their hands immediately and the shared item shall also be cleaned.
- Handwashing for at least 20 seconds is significantly more effective at preventing the spread of infectious disease. Students and staff will be provided opportunities to adequately wash their hands during the day.
- Students and staff will use hand sanitizer before entering the bus. Hand sanitizer shall be supplied on the bus.

3. Cleaning

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

Cleaning and Ventilation:

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will be cleaned throughout the school day either an EPA-approved disinfectant or diluted bleach solution.
- Classrooms used by more than one group of students will be cleaned after use with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning.
- Staff must wear district-required PPE when cleaning
- In the event of a positive COVID-19 infection, district custodial staff will wear surgical masks, gloves and a face shield when performing cleaning of any infected areas. ● Infected areas shall be closed for 24 hours prior to the cleaning/disinfecting of the space. ● The entire space will be disinfected by an electrostatic machine and approved disinfectant.
- Ventilation rates within the system will be increased wherever possible.
- Outside windows, when feasible, and interior doors will be opened to increase Ventilation.
- Outside fresh air ventilation will be increased to the greatest extent possible; weather permitting.
- HVAC systems will be set to run longer hours to provide additional air exchanges within

the buildings.

- Filtration within the HVAC systems will be upgraded throughout the District to meet a minimum level of MERV-13 in accordance with CDC and ASHRAE guidance.

4. Athletics

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

Athletics:

- 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 must 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 “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 will be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There may be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact may 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 will follow the most recent State of Michigan Executive Order limiting the number of people/spectators. People not part of the same household must maintain six feet of distance from one another. Note: Current allowed number is 100.

5. Screening

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

Screening:

- Parents and guardians should check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.
- Parents and/or students will be required to complete a daily screening questionnaire, using the Livingston County Health Department Screening prototype, for entry into the building.
- Students and staff displaying symptoms of COVID-19 will be sent to the office for further screening.
 - Students and staff will be placed in a quarantine area, receive a temporal screen (temperature check), and be asked a series of questions related to their symptoms.
 - Students will be required to wear a mask in the quarantine area.
 - Parents will be contacted for extended discussion about the symptoms and potential exposure to COVID-19.
 - Symptomatic students and staff will be sent home until they are fever-free for 24 hours and may not return for 10 days unless they are able to produce a negative COVID-19 test.
- Students and staff who exhibit symptoms of COVID-19 (any respiratory or gastrointestinal symptoms or temperature of 100.4 or greater, must stay home. Daily checks for symptoms is strongly encouraged.
- When in doubt, students and staff should remain home from school and follow up with their physician or the Livingston County Health Department.

6. Testing

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

Testing:

- The District will cooperate with the Livingston County Health Department regarding protocols for screening students and staff. Additionally, the Livingston County Health Department and CDC will be notified and provide direction in the event that a student or staff member contracts COVID-19 during the school year. [LCHD COVID-19 Return to School Toolkit](#)
- Students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.

- Staff who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and immediately go to Ascension for off-site testing.
- Symptomatic students and staff sent home from school shall remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families shall be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, the District will work with Livingston County Health Department to help them notify any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff with potential exposure should self-quarantine until they find out if they are identified as having close contact. Others should monitor for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- The district will follow communication protocols related to the public reporting of positive cases.
- The District will cooperate with the Livingston County Health Department and the CDC if a confirmed case of COVID-19 is identified. In addition, the District will collect the contact information for any close contacts of the affected individual from two days before symptoms to the last time the student or staff member was present at the school.
- The District shall 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 Livingston County 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.
 - The District will 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.
 - Employees with a confirmed case of COVID-19 will only be allowed to return to the workplace after they are no longer infectious. Local health officials will

provide instructions about returning to work, using the most current guidelines from the CDC for this determination.

- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

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).

Busing and Student Transportation:

- Students and staff will use hand sanitizer before entering the bus. Hand sanitizer shall be supplied on the bus.
- The bus driver, staff, and all students in grades preK-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 shall be made on a case-by-case basis with local public health officials.
- Transportation vehicles shall be cleaned and disinfected before and after every transit route. Children shall not be present when a vehicle is being cleaned.
- 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) shall be cleaned and disinfected prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Students will be assigned seats on the bus and spacing between seats will be attempted. Seating will begin at the back of the bus and move forward. Siblings will be seated in the same seat.
- Students who board the bus and exhibit symptoms will be sent to the office upon arrival to school and quarantined, according to the Screening Students and Staff section of this document.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined in the Screening Students and Staff section.
- If a driver becomes sick during the day, they must follow protocols for sick staff outlined below and must not return to drive students until they have been medically cleared to return to work.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

- C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

In-Person Learning:

2-1-2 Weekly Schedule: May convert to a full 5 day/week schedule if the district is put into phase 5 by the end of Semester I. Otherwise, the 2-1-2 will continue through the end of the school year.

Schools would meet for in-person instruction on Monday, Tuesday, and Thursday, Friday for first semester. Wednesdays would be a remote learning day for students. This model optimizes in person learning while mitigating the challenges of schooling during the pandemic (wearing masks, distancing and cleaning routines). Focus is on quality instruction and learning supports while caring for the well-being of students and staff. Wednesday remote learning will build students' online learning skills, provide time for additional supports, while also providing professional learning/collaboration time for staff. In addition, this will provide time for deep cleaning of buildings and busses.

Student Expectations:

1. Remote learning using a consistent digital platform.
2. Students are required to participate in asynchronous learning.
3. Some students may participate in supplemental live session opportunities.
4. Attendance protocols set by the district will be required for students.

Staff Expectations:

1. Staff will hold live sessions to support individual student needs and support groups.
2. Staff will provide asynchronous work that aligns to current class/course content that provides a space for student community and collaboration.
3. Staff will be participating in afternoon professional learning/ collaboration regarding in person and remote learning, instructional delivery, content planning, assessments, and more.

JK-6 Classroom Cohorts:

Students in grades JK-6 would learn in classroom cohorts, reducing the points of contact. Specials/Encore classes may be taught in the cohort classroom when possible (exceptions for physical education and music). Learning support for students (SE, 504, EL, RtI) would continue to be provided following safety protocols. The goal is to provide the best instructional experience in the safest environment possible. Cohorts would also allow for additional best practice small group learning and collaboration.

Block Scheduling 7-12:

Brighton High School and Scranton Middle will implement a block schedule where students attend half of their classes in a single day with extended time, then the following day students would attend the other half of their classes. A block schedule significantly reduces the number of transitions between classes, the number of close contacts daily, and provide opportunities for additional lunch sessions. In terms of instruction, passing time will be absorbed back into instruction and less time is spent on cleaning and classroom management routines. A block schedule offers a blend of direct instruction, application, critical thinking/problem solving, and collaboration maximizing student learning and engagement.

Virtual Learning Plans:

Brighton Virtual Academy

- Students in grades JK-8 will have the option of synchronous/asynchronous learning through the Brighton Virtual Academy (BVA) through the Moodle learning system platform.
- BVA uses Florida Virtual curriculum which is aligned with MI State Content Standards.
- Brighton teachers assigned to the BVA will enhance the Florida Virtual content with BAS lessons, activities, instructional practices, and assessments.
- Students will have access to technology devices and connectivity as needed, along with physical materials necessary for support (supplies, textbooks, apps)
- Students will be enrolled in the virtual track created for each building and will be included in culture building programming throughout the year
- Students can move back into face-to-face instruction at the end of a term

Michigan Virtual at BHS

- Students in Grades 9-12 will have the option of asynchronous learning through Michigan Virtual (MV) through Brighton High School using the D2L learning platform
- The teacher of record will be a MV certified teacher
- Students will be assigned a mentor who will support/help manage their learning and progress
- Students will also have access to BHS core content level teachers who will provide live and recorded sessions weekly.
- Students can move back into face-to-face instruction at the end of the semester.

Student Support Systems:

- Students' IEPs (Individualized Education Program) or 504 plans will be reviewed in coordination with general, special education teachers, parents/guardians, and service providers. To address any data-driven accommodations and/or services that are needed due to known changes in students' needs, the IEP Team or 504 team will meet with the parent to ensure the IEP or 504 reflects the specifics needs of the student and outlines accommodations and/or interventions to address deficit areas.
- As intervention and support services commence, plans must include all programs and learning environments. Students with disabilities will be provided equal access to alternative modes of instruction provided to students without disabilities.
- Establishing structures for general and special education teachers to collaborate on

delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technology when able.

- Related service providers will develop a continuation of services or instructional plan to foster ongoing learning for students who receive Occupational Therapy, Physical Therapy, Speech & Language, or Social Work services. These services may be delivered using a virtual platform. Plans will allow students and families to meaningfully access the alternative modes of instruction.

Social Emotional Supports:

Students, families, and staff will benefit from tools and resources as we begin the 2020-2021 school year. We know that our students are unable to have full success if their basic needs are not met. As COVID-19 has created both public health and economic uncertainty, we plan to ensure that students and their families have access to the necessary Social Emotional Learning resources, health information, and food.

- District staff will gather data through weekly lessons with a focus on student wellness.
- Surveys, wellness checks, and community referrals will be completed which will allow appropriate school, community, and/or targeted resources to be provided to students or their family.
- Supports included in the 2020-2021 plan include screeners, resource hubs, building-level plans, social-emotional lessons at all levels, ongoing check-ins, and access to community resources.

Facial Coverings

District staff may wear facial coverings and are encouraged to do so except for meals. Facial coverings do not need to be worn when working alone in an office or classroom. Any staff member 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.

- PreK-5 and special education teachers should consider wearing clear face coverings.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings may be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Facial coverings will be encouraged in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- Students who are medically unable to wear a mask must have a signed release, including a doctor's signature, on file with the District.
- All students and staff will be expected to continue practicing social distancing throughout the school day and at extracurricular activities.
- Facial coverings will be encouraged in classrooms by students grades 5-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.
- Students in grades JK-4 will be encouraged to wear facial coverings where social distancing of six feet is not possible due to class size and limited classroom space.

Handwashing and Hygiene

- Students and staff will continue the practice of washing/sanitizing their hands upon entering their classroom at the beginning of the day.
- Students and staff will continue the practice of coughing/sneezing into their elbows and disposing of used tissues. They will also continue to sanitize/wash their hands after disposing of tissues to reduce the spread of germs.
- Students and staff will wash/sanitize their hands before and after meals.
- Students should continue to be careful not to share personal items. If sharing occurs, students shall wash/sanitize their hands immediately and the shared item should also be cleaned.
- Handwashing for at least 20 seconds is significantly more effective at preventing the spread of infectious disease. Students and staff will be provided opportunities to adequately wash their hands during the day.

Spacing, Movement, Access

- Desks and tables should be placed as far apart as possible, dependent on the room size and the number of students in the classroom.
- Student desks/tables, as feasible, will face the same direction in the classroom.
- Signage and floor marking will continue to be placed to indicate proper social distancing in common areas (hallways, restrooms, cafeteria, common areas).
- Building visitors and other guests are not allowed in the building except under extenuating circumstances as determined by the Building Principal.

- For after school student pick-up, parents or guardians will remain outside and students will be brought outside for pick up. It is encouraged that parents or guardians maintain social distancing and not congregate.
- When allowed, guests entering the building must fill out a COVID-19 Survey, wear a face covering, and wash/sanitize their hands prior to entering.
 - Refusal to complete the survey, face coverings, and/or sanitizing prior to entering may result in removal from the building.
 - Records of non-school personnel or other visitors will be maintained in the building office.

Cleaning

- Frequently touched surfaces including light switches, doors, benches, bathrooms, will be cleaned throughout the day with either an EPA-approved disinfectant or diluted bleach solution.
- Classrooms used by more than one group of students will be cleaned after use with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning.
- Staff must wear district-required PPE when cleaning is necessary.

Lunch, Assemblies, Extracurriculars

All meals will be prepared and served according to USDA, MDE and local health department guidelines and requirements.

- Indoor assemblies with more than one classroom are prohibited.
- For JK-6 classroom cohorts meals will be served in the cafeteria with consideration for social distancing. For students moving through the school, meals will be provided in the cafeteria and other areas to spread out students as much as possible for lunch periods.
- Recess must promote appropriate social distancing and cohorting of students.
- Extracurricular activities may continue with social distancing and the use of face coverings should be encouraged.

Busing/Student Transportation

- Hand sanitizing stations will be installed on all district buses. Students boarding the bus will be required to use hand sanitizer before proceeding to their seat.
- ALL students as well as the driver or bus aid are encouraged to wear facial coverings. If a student forgets a facial covering the bus driver will provide one if requested.

- District buses will be disinfected after morning and afternoon routes with special attention to disinfecting touch surfaces. Any equipment used for the purposes of transportation will also be disinfected (such as wheelchairs).
- Students should be temperature checked at home prior to going to the bus stop. Students with a temperature of 100.0 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.

Athletics

- 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 must 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 “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 will be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There may be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact may not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are allowed. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events will follow the most recent State of Michigan Executive Order limiting the number of people/spectators. People not part of the same household must maintain six feet of distance from one another. Current number allowed is 100 spectators.

Screening Students and Staff

- Prior to students starting the school year, parents will be required to complete a COVID-19 Parent Verification and Acknowledgement document indicating that, to the best of their knowledge, their child does not have COVID-19, has not been exposed to someone with COVID-19, and does not have any current symptoms.
- Parents and/or students will be required to complete a daily screening questionnaire, using the Livingston County Health Department Screening prototype, for entry into the building.

- Students and staff displaying symptoms of COVID-19 will be sent to the office for further screening.
 - Students and staff will be placed in a quarantine area, receive a temporal screen (temperature check), and be asked a series of questions related to their symptoms.
 - Students will be required to wear a mask in the quarantine area.
 - Parents will be contacted for extended discussion about the symptoms and potential exposure to COVID-19.
 - Symptomatic students and staff will be sent home until they are fever-free for 24 hours and may not return for 10 days unless they are able to produce a negative COVID-19 test.
- Students and staff who exhibit symptoms of COVID-19 (any respiratory or gastrointestinal symptoms or temperature of 100.4 or greater, must stay home. Daily checks for symptoms is strongly encouraged.
- When in doubt, students and staff should remain home from school and follow up with their physician or the Livingston County Health Department:

Testing Protocols for Students and Staff and Responding to Positive Cases

- The District will cooperate with the Livingston County Health Department regarding protocols for screening students and staff. Additionally, the Livingston County Health Department and CDC will be notified and provide direction in the event that a student or staff member contracts COVID-19 during the school year. [LCHD COVID-19 Return to School Toolkit](#)
- Students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and immediately go to Ascension for off-site testing.
- Symptomatic students and staff sent home from school shall remain home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families shall be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, the District will work with Livingston County Health Department to help them notify any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students

and staff with potential exposure should self-quarantine until they find out if they are identified as having close contact. Others should monitor for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

- Parents and guardians should check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

Responding to Positive Tests Among Staff and Students

- The District will cooperate with the Livingston County Health Department and the CDC if a confirmed case of COVID-19 is identified. In addition, the District will collect the contact information for any close contacts of the affected individual from two days before symptoms to the last time the student or staff member was present at the school.
- The District shall 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 Livingston County 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.
 - The District will 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.
 - Employees with a confirmed case of COVID-19 will only be allowed to return to the workplace after they are no longer infectious. Local health officials will provide instructions about returning to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

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*.

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- Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

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*.

- Facial Covering should be worn by staff and JK-12 students at all times in common areas and classrooms. The district will encourage staff and students to wear masks during these times and in these areas but will not require it.

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**.

- Spacing is six feet between desks to the extent that it is feasible. Class sizes should be kept to the level afforded by necessary spacing decisions

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 11, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: August 10th Minutes: <https://www.brightonk12.com/Page/7487>

Link to the approved Plan posted on the District/PSA/nonpublic school website: <https://www.brightonk12.com/>

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: Laura Surrey, Interim Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 17, 2020

Date Submitted to State Superintendent and State Treasurer: