

# **Pellston Public Schools**

## **COVID-19**

### **Preparedness and Response Plan**

Executive Order 2020-142 District Preparedness Plan

Revised 1 PM

8/6//2020

**Name of District: Pellston Public Schools**

**Address of District: 172 Park Street, Pellston, Michigan 49769**

**District Code Number:24040**

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

**Name of Intermediate School District: CharEm ISD**

## 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

Pellston Public Schools agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ Pellston Public Schools assures that when it provides in-person instruction to its students without disabilities, Pellston Public Schools will also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ Pellston Public Schools 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.
- ✓ Pellston Public Schools 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.
- ✓ Pellston Public Schools 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.
- ✓ Pellston Public Schools 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.

- ✓ Pellston Public Schools 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.
- ✓ Pellston Public Schools 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.
- ✓ Pellston Public Schools 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.
- ✓ Pellston Public Schools 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.
- ✓ Pellston Public Schools 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:

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## Phases 1-3 Safety Protocols

Below are the protocols that Pellston Public Schools will follow when the region in which Pellston Public Schools is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.

Describe how Pellston Public Schools 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 Pellston Public Schools 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.

*Updated August 4, 2020*

# *Pellston Public Schools*

## Remote Learning Plan

### OVERVIEW

All *Pellston Public Schools* students will have the opportunity to engage in remote learning developed by grade-level and department teams. This instruction will be available through the online learning platform-CANVAS. Students will be provided with technology and technology access.

Pellston Public Schools will provide students/families with explicit instructions on how to access the Remote Learning platform CANVAS and understand how students can participate in learning. Every student will be presented with short increments of prepared instruction followed by an opportunity to engage with learning. The scope and sequence of instruction/learning should be similar across grade-level teams or courses of the same content. The level of application or demonstration of learning will vary depending on the content and developmental level.

For students with technology access, content will be delivered through the online platform CANVAS, with the emphasis on continuing to build relationships and maintain connections. Teachers will monitor student access and assignment completion on a regular basis within the instructional platform CANVAS. Teachers will provide feedback to students on assignments as they are in progress and completed. Online communication will be encouraged through email, virtual meetings, phone calls and texts.

**District Continuity of Learning Plan - Mental and Social Health and Wellness (see link provided)**

[Remote Mental Health Awareness](#)

**Specialized Instruction**

For students with special needs, our staff will make a good faith effort to honor and ensure both the needs of our students and their IEP/504 are met. In the event we are learning remotely, efforts will be made to ensure we meet the needs as well as the challenges presented as a result of learning remotely. We will ensure input from parents, staff, and students in devising and implementing a plan that best serves the individual needs of our students.

<b>Protocol</b>	<b>District Implementation</b>	<b>Who is Responsible</b>	<b>Will Comply</b>
<b><u>Personal Protective Equipment and Hygiene</u></b>			
<u>Required</u>			
Schools are closed for in-person instruction.	Pellston Public Schools will fully comply	DISTRICT	X
<b><u>Spacing and Movement</u></b>			
<u>Required</u>			
Schools are closed for in-person instruction.	Pellston Public Schools will fully comply	DISTRICT	X
School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.	Pellston Public Schools will fully comply	DISTRICT	X
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 administrators.	Pellston Public Schools will fully comply	DISTRICT	X
Screening Students	Pellston Public Schools will fully comply	DISTRICT	X
<u>Required</u>			
Schools are closed for in-person instruction.	Pellston Public Schools will fully comply	DISTRICT	X
<b><u>Responding to Positive Tests Among Staff and Students</u></b>			
<u>Required</u>			
Schools are closed for in-person instruction.	Pellston Public Schools will fully comply	DISTRICT	X
<b><u>Food Service, Gathering and Extracurricular Activities</u></b>			
<u>Required</u>			
Schools enact food distribution programs.	Pellston Public Schools will fully comply	DISTRICT	X

All inter-school activities are discontinued.	Pellston Public Schools will fully comply	DISTRICT	X
After-school activities are suspended.	Pellston Public Schools will fully comply	DISTRICT	X
<b><u>Athletics</u></b>			
<b><u>Required</u></b>			
All athletics are suspended.	Pellston Public Schools will fully comply	DISTRICT	X
<b><u>Cleaning</u></b>			
<b><u>Required</u></b>			
Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.	Pellston Public Schools will fully comply	DISTRICT	X
<b><u>Busing and Student Transportation</u></b>			
<b><u>Required</u></b>			
All busing operations are suspended.	Pellston Public Schools will fully comply	DISTRICT	X

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## Phase 4 Safety Protocols

Below are the protocols that Pellston Public Schools will follow when the region in which Pellston Public Schools is located is in **Phase 4** of the Michigan Safe Start Plan.

Protocol	District Implementation	Who is Responsible	Will Comply
<b><u>Personal Protective Equipment</u></b>			
<b><u>Required</u></b>			
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.	Pellston Public Schools will fully comply	STAFF/ADMIN	X
PreK-5 and special education teachers should consider wearing clear masks.	Pellston Public Schools will fully comply	STAFF/ADMIN	X
Homemade facial coverings must be washed daily.	Pellston Public Schools will fully comply	STAFF/ADMIN/PARENTS	X



Disposable facial coverings must be disposed of at the end of each day.	Pellston Public Schools will fully comply	STAFF/ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ADMIN	X
Homemade facial coverings must be washed daily.		PARENTS	X
Disposable facing coverings must be disposed of at the end of each day.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ADMIN	X
Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.	Pellston Public Schools will fully comply	DISTRICT	X
Facial coverings must be worn in classrooms by all students grades 6-12. 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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ADMIN	X
All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ADMIN	X
<b><u>Strongly Recommended</u></b>			
Facial coverings should be considered for K-5 students and students with special needs in classrooms.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ADMIN	X
Facial coverings should be considered for preK students and students with special needs in hallways and common areas.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ADMIN	X
Facial coverings are not recommended for use in classrooms by children ages 3 and 4.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ADMIN	X
Facial coverings should never be used on children under age 2.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ADMIN	X
<b><u>Hygiene</u></b>			
<b><u>Required</u></b>			

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).	Pellston Public Schools will fully comply	AXIUM/DISTRICT	X
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.	Pellston Public Schools will fully comply	HHC/DISTRICT	X
<b><u>Strongly Recommended</u></b>			
Educate staff and students on how 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.	Pellston Public Schools will fully comply	HHC/DISTRICT	X
Systematically and frequently check and refill soap and hand sanitizers.	Pellston Public Schools will fully comply	AXIUM	X
Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.	Pellston Public Schools will fully comply	DISTRICT STAFF	X
Limit sharing of personal items and supplies such as writing utensils.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	Pellston Public Schools will fully comply	DISTRICT	X
<b><u>Spacing, Movement, and Access</u></b>			
<b><u>Strongly Recommended</u></b>			
Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.	Pellston Public Schools will comply to the furthest spacing possible within the classrooms	DISTRICT/STAFF/ ADMIN	
In classrooms where large tables are utilized, space students as far apart as feasible.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
As feasible, arrange all desks facing the same direction toward the front of the classroom.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Teachers should maintain six feet of spacing between themselves and students as much as possible.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Post signage to indicate proper social distancing.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X

Floor tape or other markers should be used at six foot intervals where line formation is anticipated.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Provide social distancing floor/seating markings in waiting and reception areas.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<b>Recommended</b>			
If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.	DISTRICT WILL DEVISE A PLAN TO KEEP STUDENTS SEGREGATED AS MUCH AS POSSIBLE.	DISTRICT/STAFF/ ADMIN	
As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community organizations to identify safe spaces where children can engage virtually, especially if family members work and children cannot be home alone.	K-5 IN PERSON, 6-12 STAGGERED Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	K-12 ASSIGNED SUPERVISORY ROLES	DISTRICT/STAFF/ ADMIN	X
Where possible, physical education should be held outside and social distancing of six feet should be practiced.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access.	N/A		X
Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Entrances and exits should be kept separate to keep traffic moving in a single direction.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X

<b>Screening Students and Staff</b>			
<u>Required</u>			
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	Pellston Public Schools will fully comply	PARENTS/DISTRICT	X
<u>Strongly Recommended</u>			
Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Students who become ill with symptoms of COVID-19 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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ HHC/ADMIN	X
Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.	Pellston Public Schools will fully comply	DISTRICT ADMIN/HHC	X
Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.	Pellston Public Schools will fully comply	DISTRICT/STAFF HHC/ADMIN	X
<u>Recommended</u>			
A monitoring form (paper or electronic) for screening employees should be developed.	APP TO TRACK THE MONITORING/ ALERTS	HHC/DISTRICT	X
Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.		PARENTS	X
Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.		PARENTS	X
<b>Testing Protocols for Students and Staff and Responding to Positive Cases</b>			
<u>Required</u>			
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	Pellston Public Schools will fully comply	DISTRICT/ ADMIN	X
<u>Strongly Recommended</u>			
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	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X

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 should wear a mask and be transported for off-site testing.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	Pellston Public Schools will fully comply	PARENTS	X
Families should 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.	Pellston Public Schools will fully comply	HHC/HEALTH DEPT	X
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 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 should be closely monitored 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.	Pellston Public Schools will fully comply	HHC/HEALTH DEPT	X
<b>Recommended</b>			
Parents and guardians are encouraged to 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.	Pellston Public Schools will fully comply	PARENTS	X
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	Pellston Public Schools will fully comply	PARENTS	X
<b>Responding to Positive Tests Among Staff and Students</b>			
<b>Required</b>			
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<b>Strongly Recommended</b>			
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.	Pellston Public Schools will fully comply	DISTRICT ADMIN	X

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 Safety Protocols 26 Governor Gretchen Whitmer MI Return To School Roadmap require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.	Pellston Public Schools will fully comply	HHC/HEALTH DEPT	X
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).	Pellston Public Schools will fully comply	HHC/HEALTH DEPT DISTRICT ADMIN	X
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.	Pellston Public Schools will fully comply	HHC/HEALTH DEPT DISTRICT ADMIN	X
Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.	Pellston Public Schools will fully comply	AXIUM	X
If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	Pellston Public Schools will fully comply	AXIUM/DISTRICT ADMIN	X
<b><u>Food Service, Gathering, and Extracurricular Activities</u></b>			
<b><u>Required</u></b>			
Prohibit indoor assemblies that bring together students from more than one classroom.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<b><u>Recommended</u></b>			
Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Students, teachers, and food service staff should wash hands before and after every meal.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Students, teachers, and staff should wash hands before and after every event.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Large scale assemblies of more than 50 students are suspended.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X

Off-site field trips that require bus transportation to an indoor location are suspended.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If possible, school-supplied meals should be delivered to classrooms with disposable utensils.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If possible, schools should offer telecasting of assemblies and other school-sanctioned events.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Extracurricular activities may continue with the use of facial coverings.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN/PARENTS	X
<b>Athletics</b>			
<u>Required</u>			
Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
All equipment must be disinfected before and after use.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN/STUDENTS	X
Handshakes, fist bumps, and other unnecessary contact must not occur.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN/STUDENTS	X
Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X

<b>Cleaning</b>			
<u>Required</u>			
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.	Pellston Public Schools will fully comply	AXIUM	X
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.	Pellston Public Schools will fully comply	AXIUM	X
Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	Pellston Public Schools will fully comply	AXIUM	X
Playground structures must continue to undergo normal routine cleaning, but using an EPAapproved disinfectant is unnecessary.	Pellston Public Schools will fully comply	AXIUM	X
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.	Pellston Public Schools will fully comply	AXIUM	X
Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.	Pellston Public Schools will fully comply	AXIUM	X
<b>Busing and Student Transportation</b>			
<u>Required</u>			
Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ STUDENTS	X
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 should be made on a case-by-case basis with local public health officials.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ STUDENTS	X
Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.	Pellston Public Schools will fully comply	DISTRICT/STAFF	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF	X
Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.	Pellston Public Schools will fully comply	DISTRICT/STAFF	X
Create a plan for getting students home safely if they are not allowed to board the vehicle.	Pellston Public Schools will fully comply	DISTRICT VAN	X



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.	Pellston Public Schools will fully comply	DISTRICT/STAFF	X
Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	Pellston Public Schools will fully comply	DISTRICT/STAFF	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF	X
<b>Medically Vulnerable Students and Staff (page 28)</b>			
<u>Strongly Recommended</u>			
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 update their care plans as needed to decrease their risk for exposure to COVID-19.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<u>Recommended</u>			
Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should have N95 masks.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X

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## Phase 5 Safety Protocols

Below are the protocols that Pellston Public Schools will follow when the region in which Char-Em ISD is located is in **Phase 4** of the Michigan Safe Start Plan.

Protocol	District Implementation	Who is Responsible	Will Comply
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<b>Personal Protective Equipment</b>			
<u>Strongly Recommended</u>			
Facial coverings should 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 should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
PreK-5 and special education teachers should consider wearing clear masks.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Homemade facial coverings should be washed daily.	Pellston Public Schools will fully comply	PARENTS	X
Disposable facial coverings should be disposed of at the end of each day.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Facial coverings should 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 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 and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Homemade facial coverings should be washed daily.	Pellston Public Schools will fully comply	PARENTS	X
Disposable facing coverings should be disposed of at the end of each day.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<u>Recommended</u>			
Facial coverings should be considered for preK students and students with special needs in hallways and common areas.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Facial coverings are not recommended for use in classrooms by children ages 3 and 4.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Facial coverings should never be used on children under age 2.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Facial coverings should be worn in classrooms by grades 6-12 students. Any student who cannot 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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Gloves are not required except for custodial staff or teachers cleaning their classrooms.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
			X

<b>Hygiene</b>			
<u>Strongly Recommended</u>			
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).	Pellston Public Schools will fully comply	AXIUM/ DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/HHC	X
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.	Pellston Public Schools will fully comply	DISTRICT/HHC	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<u>Recommended</u>			
Systematically and frequently check and refill soap and hand sanitizers.	Pellston Public Schools will fully comply	AXIUM	X
Students and teachers should have scheduled handwashing with soap and water every 2-3 hours.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Limit sharing of personal items and supplies such as writing utensils.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	Pellston Public Schools will fully comply	DISTRICT/ADMIN	X
<b>Spacing, Movement, and Access</b>			
<u>Recommended</u>			
Spacing is six feet between desks to the extent that it is feasible.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Class sizes should be kept to the level afforded by necessary spacing decisions.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
In classrooms where tables are utilized, space students as far apart as feasible.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Arrange all desks facing the same direction toward the front of the classroom.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X

Teachers should try to maintain six feet of spacing between themselves and students as much as possible.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Post signage to indicate proper social distancing.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Provide social distancing floor/seating markings in waiting and reception areas.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Post signs on the doors of restrooms to indicate proper social distancing.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	Pellston Public Schools will fully comply		X
Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access	N/A		
<b><u>Screening Students, Staff, and Guests</u></b>			
<b><u>Strongly Recommended</u></b>			
Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN/HHC	X
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	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN/HHC	X

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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<b>Recommended</b>			X
Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Any parents or guardians entering the building should wash or sanitize hands prior to entry.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Parents or guardians are encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.	Pellston Public Schools will fully comply	PARENTS/STUDEN TS	X
Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.	Pellston Public Schools will fully comply	PARENTS/STUDEN TS	X
Entrances and exits should be kept separate to keep traffic moving in a single direction.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<b>Testing Protocols for Students and Staff and Responding to Positive Cases</b>			
<b>Strongly Recommended</b>			
Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.	Pellston Public Schools will fully comply	DISTRICT/PARENTS /STUDENTS	X
Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.	Pellston Public Schools will fully comply	DISTRICT/STAFF	X

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.	Pellston Public Schools will fully comply	HHC/HEALTH DEPT	X
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.	Pellston Public Schools will fully comply	HHC/HEALTH DEPT DISTRICT/ADMIN	X
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.	Pellston Public Schools will fully comply	HHC/HEALTH DEPT	X
Recommended			
Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.	Pellston Public Schools will fully comply	PARENTS	X
Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.	Pellston Public Schools will fully comply	PARENTS	X
<b>Responding to Positive Tests Among Staff and Student</b>			
<u>Strongly Recommended</u>			
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.	Pellston Public Schools will fully comply	HHC/HEALTH DEPT	X
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.	Pellston Public Schools will fully comply	HHC/HEALTH DEPT	X
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).	Pellston Public Schools will fully comply	HHC/HEALTH DEPT DISTRICT/ADMIN	X

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.	Pellston Public Schools will fully comply	HEALTH DEPT DISTRICT/ADMIN	X
<b>Recommended</b>			X
If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	Pellston Public Schools will fully comply	AXIUM DISTRICT/ADMIN	X
Cleaning staff should wear a surgical mask when performing cleaning of these areas along with gloves and face shield.	Pellston Public Schools will fully comply	AXIUM	X
<b>Food Service, Gatherin, and Extracurricular Activities</b>			
<b>Strongly Recommended</b>			
Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Students, teachers, and cafeteria staff wash hands before and after every meal.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<b>Recommended</b>			
If possible, classrooms should be used for eating in place, taking into consideration food allergies.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If cafeterias need to be used, meal times should be staggered to create seating arrangements with six feet of distance between students.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If possible, school-supplied meals should be delivered to classrooms with disposable utensils. Schools should offer telecasting of assemblies and other school-sanctioned events if able.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Students and teachers should wash hands before and after every event.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
After-school programs may continue with the use of facial coverings.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<b>Athletics</b>			
<b>Strongly Recommended</b>			

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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
All equipment must be disinfected before and after use.	Pellston Public Schools will fully comply	AXIUM/DISTRICT STAFF/ADMIN	X
Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN/STUDENTS	X
<b><u>Recommended</u></b>			
Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN/STUDENTS	X
Handshakes, fist bumps, and other unnecessary contact should not occur.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN/STUDENTS	X
<b><u>Cleaning</u></b>			
<b><u>Strongly Recommended</u></b>			
Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPAapproved disinfectant or diluted bleach solution.	Pellston Public Schools will fully comply	AXIUM	X
Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.	Pellston Public Schools will fully comply	AXIUM DISTRICT/STAFF/ ADMIN	X
Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	Pellston Public Schools will fully comply	AXIUM/ DISTRICT/STAFF/ ADMIN	X
Playground structures should continue to undergo normal routine cleaning, but using an EPAapproved disinfectant is unnecessary.	Pellston Public Schools will fully comply	AXIUM/ DISTRICT/STAFF/ ADMIN	X
Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.	Pellston Public Schools will fully comply	AXIUM/ DISTRICT/STAFF/ ADMIN	X



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.	Pellston Public Schools will fully comply	AXIUM	X
<u>Recommended</u>			
Staff should wear gloves, surgical masks, and face shields when performing all cleaning activities.	Pellston Public Schools will fully comply	AXIUM DISTRICT/STAFF/ ADMIN	X
<b><u>Busing and Student Transportation</u></b>			
<u>Strongly Recommended</u>			
Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Create a plan for getting students home safely if they are not allowed to board the vehicle.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<u>Recommended</u>			
Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<b><u>Medically Vulnerable Students and Staff</u></b>			
<u>Strongly Recommended</u>			

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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
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.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
<u>Recommended</u>			
Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should wear an N95 mask at the time of delivery.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X
Enable staff who self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.	Pellston Public Schools will fully comply	DISTRICT/STAFF/ ADMIN	X

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## COVID-19 Preparedness and Response Plan Great Start Readiness Program

The following policies were designed in response to guidance from the Michigan Departments of Licensing and Regulatory Affairs (LARA) and Health and Human Services, in accordance with best practices from the Centers for Disease Control and Prevention, and with everyone's well-being in mind. This plan outlines the recommended practices and strategies we will use to protect the health of our children, staff, and families while at the same time ensuring that children are experiencing developmentally appropriate and responsive interactions and environments. **This plan is subject to change as local, state, and federal requirements are updated.**

### Preparation of Physical Spaces

**We will use the following strategies in our classrooms and facilities to minimize the spread of illness:**

1. Identify a location to safely isolate individuals who develop symptoms during care. **INSERT SPECIFIC PROGRAM PLAN**
2. Where possible, dividing large group spaces into smaller ones to allow more children to safely use the space (for example, using child sized furniture, such as rolling shelves and kitchenettes, to divide a room and prevent mixing between groups of children).
3. Where possible, limiting or eliminating use of common spaces in the classrooms/facility. When common spaces must be used, we will rotate use of the space and clean between groups.
4. Rearranging classroom areas to seat children as far apart as reasonably possible and limiting the number of children sitting together.
5. Using touchless trash cans to provide a hands-free way to dispose of tissues and contaminants.
6. Before reopening we will ensure all water systems and drinking fountains are safe following CDC guidelines.

7. Ensuring ventilation systems operate properly and increasing circulation of outdoor air as much as possible (for example, keeping windows and doors open to the extent that this does not pose safety risks).

## Monitoring Symptoms of COVID-19

**INSERT LOCAL SCHOOL DISTRICT SCREENING PROTOCOL; TEMPERATURE CHECK PRACTICES**

## Responding to Symptoms and Confirmed Cases of COVID-19

**INSERT LOCAL SCHOOL DISTRICT PROTOCOL**

## Reporting Exposure

If a child, staff member, family member, or visitor to our program shows COVID-19 symptoms or tests positive for the virus, we will contact our local health department and licensing consultant. Based on the guidance of the local health department, we will determine whether to close individual classrooms or our facility, the duration of the closure, and other next steps. When communicating with families and staff about any COVID-19 cases, we will respect the privacy of individuals and not share health information of a specific person.

## Returning to the Program After Experiencing Symptoms and/or a Positive COVID Test

**INSERT LOCAL SCHOOL DISTRICT PROTOCOL**

As per [Executive Order 2020-36](#), if staff or their close contacts have possible or confirmed cases of COVID-19, staff will be allowed to remain home without penalty of discharge, discipline, or other retaliation. To accommodate for the potential need to quarantine staff or allow for longer absences from work than normal, we will implement the following staffing plan to ensure we can meet staff to child ratios:

In the absence of regular education staff, follow the below procedures:

- Provide additional existing classroom staff to work in the classroom. This may entail assistants and classroom aides focusing on other responsibilities to assist in the classroom.
- Call substitutes for availability.
- Call Site Supervisor and Coach for classroom assistance.
- When all options have been explored, if required ratios cannot be sustained, class must be canceled.

Because child care staff members are part of Michigan's essential workforce, they are eligible to be tested for COVID-19.

Staff can visit [this resource](#) to locate a nearby test site.

Other policies related to returning to care and work include:

## EMPLOYEE RETURN TO WORK PLAN

### INSERT LOCAL SCHOOL DISTRICT PROTOCOL

#### Social Distancing

##### Maintaining Consistent Groups

During this time, we will maintain a group size of XX children per classroom.

To minimize potential spread of COVID-19, we will engage in the following best practices:

1. To the extent possible, classrooms will include the same group of children and providers each day.
2. Each group of children will be kept in a separate room.
3. We will limit the mixing of children across groups by staggering times for outdoor play and other activities where children from multiple classrooms are typically combined.
4. Canceling or postponing field trips and special events that convene larger groups of children and families.
5. Limiting non-essential visitors, volunteers, and activities including groups of children or adults.

##### Mealtimes

To limit opportunities for exposure during mealtimes, we will engage in the following recommended practices:

1. We will space seating as far apart as possible (ideally 6 feet apart) by limiting the number of children sitting together and rearranging seating.
2. We will modify our family-style meal service and have staff plate each child's meal so that multiple children are not using the same serving utensils. Staff will wear gloves to dish out and serve food.
3. Staff and children will wash hands before and immediately after children have eaten.

##### Naptime

To reduce potential for viral spread, we will engage in the following recommended practices: **SAMPLES BELOW DETERMINE LOCAL PROGRAM PRACTICES**

1. *Using bedding (sheets, pillows, blankets) that can be washed.*
2. *Bedding that touches a child's skin will be cleaned weekly or before use by another child.*
3. *Storing each child's bedding in individually labeled bins, cubbies, or bags when possible. Cots/mats that stack for storage will be sanitized after nap time per licensing rule.*
4. *Labeling each child's cot/mat.*
5. *When possible, children will be placed head-to-toe (for example, one child with their head at the top of the mat, the next child over with their head at the bottom of the mat).*
6. *When possible, children's rest time mats/cots will be spread out 6 feet apart. When not possible, mats/cots will be placed as far away from each other as possible.*

**Other policies related to minimizing exposure risks include:**

- **NAME OF PROGRAM** will continue to monitor state and local recommendations regarding social distancing and group size gatherings.
- Non-essential visitors, volunteers, and guests are not allowed to take part in classroom activities at this time.
- Essential visitors for classrooms may take part in classroom activities (for example, ISD Consultants, Mental Health Consultants, Licensing Consultants, **LOCAL DISTRICT** Employees-keep to a minimum when possible).

**Drop-Off and Pick-Up Procedures**

**We will use the following recommended practices during drop-off and pick-up times to protect the health of children, families, and staff.**

1. Only one adult per family should be present at drop-off/pick-up. Ideally, this would be the same parent or designated person every day, though we recognize this is not always possible.
2. If possible, we will implement staggered drop-off and pick-up times to limit contact among parents. **ADD YOUR OWN SITE/LOCATION PLAN**
3. We will provide hand sanitizer or wipes at the sign-in station for parents/guardians to clean pens/keypads between each use.
4. We will ask parents and other visitors to wear masks while in the building.
5. We ask that parents avoid congregating in a single space or a large group.

**Other policies related to drop-off and pick-up include:**

**Program Specifics**

**Transportation**

**INSERT LOCAL SCHOOL DISTRICT PROTOCOL**

**Hygiene Practices**

**Hand Washing**

**We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:**

- Staff and children will wash hands often with soap and water for at least 20 seconds.
- Soap and water are the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff and children should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry.
- Staff should assist children with hand washing and use of hand sanitizer to ensure proper use and prevent ingestion.
- Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.
- Wearing gloves does not replace appropriate hand hygiene.
- Hand hygiene is especially important after blowing one's nose, going to the bathroom, before eating or preparing food (or helping children do any of these actions).

## Cleaning and Disinfecting

### Cleaning and Disinfecting Surfaces

**We will engage in the following cleaning and disinfecting practices in accordance with CDC recommendations:**

1. Daily cleaning/disinfecting of **high-touch surfaces** (for example, sinks, toilets, light switches, door knobs, counter and tabletops, chairs).
2. Normal routine cleaning of **outdoor spaces**, with special attention to high-touch plastic/metal surfaces (for example, grab bars, railings).
3. Regular cleaning of **electronics** (for example, keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.
4. Use of a **schedule** for regular cleaning and disinfecting tasks.
5. Ensuring staff wear **disposable gloves** to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
6. Cleaning **dirty surfaces** using detergent or soap and water prior to disinfection.
7. Use of **CDC-recommended disinfectants** such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol
8. Keeping cleaning products **secure and out of reach** of children, **avoiding use near children**, and ensuring **proper ventilation** during use to prevent inhalation of toxic fumes.

### Cleaning and Disinfecting Toys

**We will engage in the following best practices to clean and disinfect toys:**

1. We will clean toys frequently, especially items that have been in a child's mouth.
2. We will set aside toys that need to be cleaned (for example, out of children's reach in a dish pan with soapy water or a separate container marked for "soiled toys").
3. We will clean toys with soapy water, rinse them, sanitize and/or disinfect with an EPA-registered solution, rinse again, and air-dry.

**Other policies related to cleaning and disinfecting include:**

- All classrooms will have access to sanitizing and disinfecting machines to assist in cleaning.

**At this time, we will make the following changes to the toys and materials in our classrooms:**

1. We will remove toys and objects which cannot be easily cleaned or sanitized between use.
2. To the greatest extent possible, cloth toys will not be used. If cloth toys are used, they will be used by one individual at a time and washed before being used by another child.
3. When possible, toys will be washed and sanitized before being moved from one group of children to another.

### Items Brought from Home

During this time, we are trying to limit the number of items brought into the facility, because this can be a way to transmit the virus. We ask that families refrain from bringing items from home as much as possible. However, we recognize that placing limits on children's comfort items may increase stress for children and staff as they may be especially needed during this time of transition.

**We ask that families and staff follow these guidelines with regard to children's comfort items:**

1. To avoid these items coming into contact with many children, efforts will be made for these items to be placed in a cubby or bin and be used at naptime or as needed.
2. If possible, comfort items should remain at the child care facility to avoid cross-contamination.

**Other policies related to naptime/items from home include:**

## ADD LOCAL PROGRAM INFORMATION IF ANY

### Safety Equipment

#### Face Mask/Coverings for Staff

**Our plan for staff around face masks/coverings is as follows:**

Face coverings must always be worn by staff except for meals.

#### Use of Gloves

Staff will wear gloves in a manner consistent with existing licensing rules (for example, gloves should be worn when handling contaminants, changing diapers, cleaning or when serving food). Staff members should wash hands before putting gloves on and immediately after gloves are removed. Gloves are not recommended for broader use and do not replace hand washing.

#### Face Masks/Coverings for Children

**Our plan regarding children wearing cloth face coverings during care is:**

- Cloth face coverings should never be placed on young children under age 2, anyone who has trouble breathing, or anyone unable to remove the face covering without assistance.
- Children are not expected to wear a mask or face covering in the classroom.
- Some parents may prefer their child to wear a mask in the classroom. These situations will be discussed individually with the teacher.
- If children do wear masks, ensure children can remove the face covering without assistance.
- Teachers will not force a child to wear a mask.

### Partnering and Communicating with Families & Staff

#### Communicating with Staff and Families

**We will actively communicate with staff and families to determine when they will return to work/care if they have been out, discuss concerns or questions, share new policies and expectations, and confidentially discuss any extenuating circumstances that have emerged and/or any health concerns/conditions that may elevate risk for complications if exposed to COVID-19.**

The staff responsible for handling questions and outreach for **staff** is: Betsy Rees, Human Resources Director, 1-800-632-7334

The staff responsible for handling questions and outreach for **families** is: ADD TEACHER NAME AND CLASSROOM NUMBER

#### Training Staff

To support staff in effectively engaging in best practices and making personal decisions, we will provide learning opportunities to help all of us understand how COVID-19 is transmitted, the distance the virus can travel, how long the virus remains viable in the air and on surfaces, signs and symptoms of COVID-19, and our new policies and procedures as outlined in this plan.

#### Supporting Children's Social-Emotional Needs

Staff and families will partner together to support the needs and emotional reactions of children during this time. We anticipate that children will experience a wide range of feelings during this transition period. Some children will be relieved, some will have initial challenges with separation

from their parent(s), some may demonstrate anger or worry at the absence of their childcare provider, and some may act out toward other children. Children may require more verbal and non-verbal reassurance with eye contact to support their sense of safety. Whatever the reactions, we acknowledge that staff and families may need some new tools in their toolkit to assist the child with emotional regulation, and we will work together to support all caregivers.

**We commit to supporting our children in the following ways: SAMPLES BELOW PERSONALIZE FOR DISTRICT AND PROGRAM**

*Conscious Discipline Strategies*

*Conscious Discipline Portal*

*Mindfulness, focusing on breath and yoga.*

*MindYeti*

*e-DECA / Clinical e deca*

*Mental Health Referrals as needed*

*Use of visuals, social stories and children's literature to help children understand and identify emotions*

*Creative Curriculum Calm Down Space to provide a safe place for children to take a quiet break*

*Use of the Creative Curriculum resources to monitor development and provide individualized strategies for children's social-emotional needs (e.g., Progressions for Social-Emotional Development and Social Emotional Intentional Teaching Cards).*

**We will make the following resources available for staff and families to support children:**

[Crisis Parent and Caregiver Guide](#), from the Michigan Children's Trust Fund

[Talking with Children about COVID-19](#), from the CDC

[Helping Young Children Through COVID-19](#), from Zero to Thrive (includes Arabic and Spanish translations)

[Georgie and the Giant Germ](#), from Zero to Thrive and Tender Press Books

These links are available on

**Supporting Staff Members' Social-Emotional Needs**

To ensure the well-being of the children, it is also imperative to ensure the well-being of their teachers and caregivers, and to provide them with the emotional and administrative supports necessary during this time of reintegration, and in the months ahead. As essential workers in the COVID-19 pandemic, we understand our staff may have worries about their own physical or psychological health, and the potential risk to their family members at home. This is because young children internalize the stress of the adults who care for them, we know it is vitally important to provide supports and services to ensure the emotional well-being of our staff.

**We commit to supporting our staff in the following ways:**

- Reflective Practice
- Self-Regulation Groups
- EAP
- Mental Health Referrals for overall classroom support and/or individual child/family supports.
- Mindfulness and Self Care Opportunities
- COVID-19 Safety Training



## **Final Steps for Submission**

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the Pellston Public Schools Board of Education: \_\_/\_\_/2020**

**Link to the Board Meeting Minutes**

**Link to the approved Plan posted on the Pellston Public Schools website**

*The Preparedness Plan will be collected by the CharEm Intermediate School District 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 Pellston Public Schools website home page no later than August 17, 2020.*

**Name of District Submitting Plan:** Pellston Public Schools~Stephen Seelye, Superintendent

**Date Received by the ISD: \_\_/\_\_/2020**

**Date Submitted to State Superintendent and State Treasurer: \_\_/\_\_/2020**