

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)  
August 11, 2020

**Name of District:** Wyandotte, School District of the City of

**Address of District:** 639 Oak St, Wyandotte, MI 48192

**District Code Number:** 82170

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

**Name of Intermediate School District:** Wayne RESA

**Name of Authorizing Body (if applicable):**

## Preparedness Plan Introduction

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

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

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

## Preparedness Plan Assurances

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

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

# 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 April, 2020 the District created a Continuity of Learning and COVID-19 Response Plan. It was also approved and placed on the District’s website. Should we return to Phase 1, 2 or 3 during the 2020-21 school year, we will return to the Continuity of Learning Plan (<https://resources.finalsite.net/images/v1587131291/wyandotteorg/xro5xtqoynpxzvzcn9p/ContinuityofLearningPlan.pdf>), with a few minor updates. First is the expectation that new content will be delivered to every student, every regularly scheduled school day. Teachers will be provided additional professional development during the months of August - November in order to do this in an engaging way, with high rigor and online/paper assessments (this is through CBD, paid for by CARES Act funds). The second major difference is that Executive Order 2020-35 stated children could not be penalized if they were unable to fully participate in the online learning opportunities. Executive Order-142 calls for new learning, assessments and the assignment of grades by the teacher of record. WPS teachers, counselors, social workers and administrators will encourage and support each student in this, as students will now be required to do the work assigned to them.

- 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.

Families and employees will be encouraged to provide their own face coverings - either cloth or disposable. The District will provide face coverings when a staff member or student does not have one. Enough face coverings for each student and staff member, each day, out of CARES Act funds.

Individuals who claim medical exemption will need to meet with the Principal/School Nurse to provide rationale and documentation. Exempted individuals will be recorded in a master database and issued a sticker to display on their student ID or staff ID.

Administrators and supervisors will ensure staff members wear masks when inside a school, on a bus or outside and not able to be 6' apart, except during meal time. Administrators and teachers will make sure all students prek-12 are wearing masks on busses, in hallways and in commons areas. Teachers will ensure face coverings will be worn in classrooms by all students in grades 6 -12, unless a student medically cannot tolerate a face covering. For prek-5 & Center Program, students will remain with their class throughout the school day and will not come into close contact with students in another class.

Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a staff member. Students showing patterns of non-compliance will be removed from the school and placed into remote instruction until the student agrees to comply with this safety protocol.

Guests and substitute teachers will be issued a disposable face covering if they do not have one. They will sign in and be instructed to wear the covering at all times. Instances of non-compliance will result in the guest being escorted from the school.

## 2. Hygiene

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

Soap, hand sanitizer (with at least 60% alcohol), paper towels and wipes will be available in adequate supplies to support healthy behaviors. Maintenance staff will daily check soap levels and paper towels in each restroom and classroom. They will also ensure hand sanitizer stations in commons areas, cafeterias and hallways are refilled daily. Teachers will monitor the classroom supply of wipes and hand sanitizer, which will be distributed to schools from a central point. Teachers will contact the office immediately if supplies run out during the school day.

At the beginning of the year, teachers will teach and reinforce handwashing with soap and water for at least 20 seconds, as well as the proper use of hand sanitizer that contains at least 60% alcohol. This will happen in individual classrooms prek-5/Center Programs or in specified hour for grades 6-12. Students and staff will also be taught how to cough and sneeze into their elbows, or to cover with a tissue and dispose of in the trash.

Proper hand washing and sneezing will be communicated to families via newsletters, web pages, and social media.

Sharing school supplies will be limited and each student will have his/her own supply of materials.

## 3. Cleaning

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

District level maintenance administrators will meet with their staff to review all guidance related to cleaning and disinfecting of schools per the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. An inventory of all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken. New orders will be made to address the increased cleaning protocols.

Frequently touched surfaces (e.g., light switches, door knobs, dry erase markers ) will be wiped down daily with an EPA-approved disinfectant. Libraries, computer labs, art and other hands on classrooms

will be wiped down after every class period with the same approved disinfectant. This work will be done by maintenance staff, teacher and/or students. Student desks will be wiped down at the end of the day, preK-5th grade. For those classrooms, 6 - 12th grade, the desks will be wiped down after every class period. This will be done by teachers and/or students. A training on cleaning materials and protocols will be provided to staff.

Playground structures will undergo normal routine cleaning, as it has been done in the past. Playground equipment (e.g., soccer balls, jump ropes, four square balls) will be wiped down after each recess period.

Disinfecting products will be stored as directed and securely stowed away from children. Maintenance and teachers will ensure adequate ventilation when using these products. Staff will be supplied with gloves, masks and face shields for use when performing all cleaning activities.

#### 4. Athletics

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

Our district athletic director has attended numerous webinars with the Michigan High School Athletic Association (MHSAA). He in turn, has met with each coach and explained all the required actions. Our athletic trainer also oversees each athlete to complete an electronic questionnaire.

WPS will comply with all guidance published by MHSAA. Coaches and students confirm each day they are healthy and symptom free. The athletic trainer oversees this process and collects the data.

Equipment is disinfected by coaches after each use. Our third party bus contractor, Trinity, will clean and disinfect the buses before and after each use. Spectators are allowed provided the number is below the specified maximum, and they social distance and enter/exit at different points. This will be determined by the Athletic Department.

Each student athlete is responsible for bringing his/her own water bottle. Coaches will enforce this as well ensure there are no handshakes, fist bumps or other unnecessary contact. There will be no use of our indoor weight rooms and equipment will be used by only one athlete at a time, and be disinfected after use.

Last of all, our athletic director will limit large scale, outdoor stadium events to 100 people. There will be no large scale indoor athletic events for the safety of everyone.

#### 5. Screening

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

Once a week, Wayne RESA (our ISD) will meet with the county health department for updates and trend data. This will, in turn, be shared with the District. Administrators and district nurses will cooperate to implement the protocols for screening students and staff.

Those students and staff that develop symptoms will be provided a mask, if they aren't already wearing one, and sent for medical care or sent home. Each school will identify a remote or secluded area to serve as an isolation area. A log sheet will be maintained until the student is safely picked up from the school. Parents will be informed with clear directions on where and how to pick up the student.

Symptomatic students and staff that are sent home will remain home until they have tested negative for COVID-19 or have been released from isolation.

The District will communicate to parents/guardians that they are encouraged to check students' temperatures at home every morning. Any students with a temperature above 100.4 must stay home. All staff will be required to conduct a health safety assessment each day and complete a Google form that verifies they are safe to work.

## 6. Testing

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

WPS will cooperate with the Wayne County Health Department if a confirmed case of COVID-19 is identified. The administrators and teachers will use contact information to determine other individuals who have had close contact with the affected individual from two days before s/he showed symptoms until the time when s/he was last present at the school.

The District will maintain confidentiality consistent with the ADA Act and other applicable federal and state privacy laws.

## 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).

Wyandotte does not provide busing for our general education students, but we do for those students who have transportation as part of their IEP's. This is handled by a third party contractor, Trinity Transportation. WPS will provide hand sanitizer for students to use prior to entering the bus. The students will be provided a mask, if they do not have one. Trinity Transportation will be responsible for providing masks for their staff, in addition to cleaning and disinfecting each vehicle before and after every run. This will be done at their garage, so no children will be present. Trinity will also clean and disinfect frequently touched surfaces and equipment within each vehicle prior to morning and afternoon routes. We will request signage be added to each bus to address the use of face coverings of all students and staff and the use of hand sanitizer.

Weather permitting, windows and doors will be opened during the cleaning process in order to let the vehicle air out. Similarly, the windows will be opened (whether permitting) while the vehicle is in motion in order to increase air circulation.

If a student becomes sick during the day, the school will contact a parent/guardian to come and transport the student safely home. If a driver becomes sick, the driver will not return to drive students home and will notify his/her Trinity supervisor.

## 8. Instruction

During Phase 4, Wyandotte Public Schools has created two instructional options:

- Option A - Remote and face-to-face instruction
- Option B - Wyandotte Virtual Academy

Option A - All students will begin the 2020-21 year in remote instruction and continue through at least September 30, 2020. Once it has been determined to be safe to return to face-to-face, students will return with all the provisions listed above. In order to provide robust and engaging learning for the

remote instruction, the District has invested in an online Learning Management System, Seesaw and Google Classroom. Each teacher will use one of these systems, which has the capacity to deliver live instruction, post assignments, assign grades and communicate with both students and parents. Students will also have the ability to participate in group discussions, interact with teachers and other students, track their progress, turn in assignments, monitor progress and homework due dates. Families will be provided a materials list they may need, to help implement learning at home. Students will follow their daily schedule in both the remote and face-to-face scenarios, taught by their own teachers.

Option B - This is an option for general education students who for medical or other reasons do not want to be in a face-to-face setting. The Wyandotte Virtual Academy is for students K-12, and is a true virtual option. Students will complete modules and have Wyandotte teachers available to answer questions. The modules can be completed at any time, yet students are encouraged to spend an average of 15-20 hours of schoolwork per week. Families are asked to make a commitment by trimester (K-5)/semester (6 - 12). Students who enroll in this program will be able to participate in after-school clubs and sports.

**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.**

We will adhere to the same policies and procedures in Phase 5 as identified in Phase 4.

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*.

All highly recommended protocols from the *Return to School Roadmap* will be followed in Phase 5.

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*.

None

**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.**

Due to space limitations, we are not able to space desks 6' apart in classrooms. We will space students as far apart as possible. Every other highly recommended protocol will be followed.

## 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:**

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

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

**Name of District/PSA/Nonpublic Leader Submitting Plan:** Wyandotte Public Schools

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

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