



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

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 6:32 PM  
08/13/20

**Name of District: Novi Community School District**

**Address of District: 25345 Taft Rd. Novi, MI 48374**

**District Code Number: 63100**

**Web Address of the District: <https://www.novi.k12.mi.us/>**

**Name of Intermediate School District: Oakland Schools**

**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.

**[Continuity of Learning Plan](#) - Submitted April 2020**  
**[Responsive Organizational & Academic Return Plan \(ROAR\)](#) –Board approved August 6, 2020**  
**[NCSD COVID-19 Prevention and Response Plan](#) – Submitted April 2020 and revised July 21, 2020**

**Phase 1** - The NCSD Content Area Leader (CAL) model has been the primary driver of curriculum construction and implementation over the past decade. It is this model that created a fully aligned curriculum, a curriculum that emphasizes common learning experiences for over 6,500 learners. This teacher-led model affords opportunities for our students during school closure. Optional learning tasks are shared out by teachers to students and families. Teachers checked in with their classes through the learning platforms, such as Seesaw, Schoology, and Zoom. For students who had internet access, but did not have a device, devices were made available on 4 different distribution days. WiFi and Hotspots were offered to students who did not have internet access. Students without internet access also had access to instructional materials through a weekly instructional packets. All students had access to grade level/course textbooks, as needed, to complete their work. Students were provided with formative feedback on work submitted. The district will spend many hours during the school year working to remediate students and filling in the gap that will have arisen from this disruption in school.

**Phase 2** – The NCSD will continue to provide instruction to the students as mentioned in Phase 1 with virtual learning. The district’s Content Area Leaders will bring together collaborative teams to reflect on the successes and challenges our staff and students experienced during our first phase of online learning. The CALs recruited staff from various departments and buildings in the district to join their collaborative teams, and began to reflect on the online instruction they provided students focusing on their subject area of instruction. Using the feedback received from the collaborative teams to hone virtual instruction to ensure optimal learning experiences for our students. For students who had internet access, but did not have a device, devices were made available on 4 different distribution days. WiFi and Hotspots were offered to students who did not have internet access. Students without internet access also had access to instructional materials through a weekly instructional packets. All students had access to grade level/course textbooks, as needed, to complete their work.

**Phase 3** - The NCSD will continue to provide a robust curriculum to the students as mentioned in Phase 1 and 2 with virtual learning. Staff will continue to evaluate the successes and challenges that they and students experienced during the first two phases of online learning. Teachers will continue to check in with their classes through the learning platforms, such as Seesaw, Schoology, and Zoom. For students who had internet access, but did not have a device, devices were made available on 4 different distribution days. WiFi and Hotspots were offered to students who did not have internet access. Students without internet access also had access to instructional materials through a weekly instructional packets. All students had access to grade level/course textbooks, as needed, to complete their work.

The NCSD will continue to provide a robust curriculum in the 2020-2021 school year. Students will begin the year by completing a universal screener (i-Ready at the K-6 grade levels; NWEA at the 7-10 grade levels) to assess prior learning and determine possible learning gaps that need to be addressed during the school year. The district will continue during the school year to work to remediate students and fill any remaining gaps that will have arisen from this disruption in school. As the year continues, teachers in the NCSD will continue to assess students' learning and growth using formative and summative assessments throughout the school year.

We will follow all policy and guidance from the Michigan Department of Education in regards to attendance, grades, and report cards for both traditional in-person and virtual learning.

### **Phases 1-3 – Student Support Services**

Overview

#### **In-Person Learning**

The Student Services Department will follow all district and federal Section 504 policies and procedures for compliance under Section 504. This includes:

- Adhering to child find requirements, evaluations, eligibility, and providing accommodations, aids and related services to students who are eligible under Section 504.
- Following required social distancing protocols during evaluations and when providing accommodations, aids, and related services.

The Student Services Department will:

- Support students with Section 504 Accommodation Plans
- Demonstrate good faith effort to provide accommodations and related services to students with 504 Plans
- Provide services in the areas of: Social Worker, Occupational Therapy, Physical Therapy, Speech and Language Services, and Oakland Schools Consultant support, as stated on student's 504 plans. NCSD will provide these supports using several methods, which may include Zoom, Google Meets, or TeleVate Platform
- Will work to ensure accessibility, including accommodations to their general education learning, as well as individual student needs
- If we in good faith cannot provide services on the 504 plan, the District will provide a Notice document to families

#### **Child Find and Evaluation:**

NCSD will continue to identify, locate, and evaluate students suspected of having a qualifying disability under Section 504. NCSD will conduct evaluations remotely and in-person, while adhering to public health guidelines for the safety of students and staff.

- In-person learning: All federal and district policies and procedures will be adhered to in order to meet compliance under Section 504

Remote learning:: Individual needs will be reviewed to determine how to best support and provide accommodations, aids, and services so students identified under Section 504 can access curriculum and instruction

#### **Special Education**

Overview

The [NCSD Special Education Department](#) is dedicated to providing free and appropriate educational opportunities for students with disabilities and will align with Oakland County Health Division recommendations. Our special education staff will continue working with families to collaboratively identify the most essential services for each student that can be provided both directly and indirectly in virtual or in-person learning environments. Student plans will be adjusted, as needed, in coordination with families. We recognize that each student will have an individual plan based on the learning model selected by the district.

NCSD will continue to support our students with IFSPs and IEPs in the following programs:

- Birth to 3/Early On
- Early Childhood/Pre-K Special Education Programs & Services
- K-12
- Novi Adult Transition Center (NATC)
- Career Prep
- Catholic Central (Non-Public Service Plans)
- Novi students who attend Center-Based Programs in Oakland County

### **In-Person and Virtual Learning**

The Special Education Department will follow MARSE and IDEA policies and procedures for students with disabilities. This includes following child find requirements, evaluations, eligibility, and providing accommodations, aids and related services to students who are eligible under MARSE criteria for disabilities. The District will adhere to health guidelines during evaluations and when providing accommodations, aids, and related services.

### **Child Find and Evaluation**

NCSD will continue to identify, locate, and evaluate students suspected of having a disability and needing special education and related services. At the same time, NCSD will be mindful that students have had changes to their typical learning environment when initiating the referral process. Some evaluation procedures can be completed in virtual learning situations and other evaluations require in-person contact with students or observations of students in school settings. NCSD will conduct evaluations and in-person while adhering to public health guidelines for the safety of students and staff.

### **Individualized Education Program (IEP) Meetings**

NCSD is committed to providing families an opportunity to have meaningful participation in the special education process. We will continue to conduct virtual IEP meetings.

### **English Learners**

#### **Overview**

The English Language Development (ELD) program will continue living into the vision of providing every English Learner access to equitable high-quality content and language instruction, delivering an impactful and inclusive educational experience. The English Language Development program will continue to support English Learners, whether in-person or virtually, focusing on the four components of language development: Speaking, Listening, Reading, and Writing. The ELD team will follow the district plans for in-person or virtual learning. The ELD program will continue to follow best practices and guidance provided by the Michigan Department of Education.

#### **Key Points**

- During In-Person instruction,
  - English Language Development Teachers will continue teaching language development along with teaching core content
  - English Learners will continue to be identified for appropriate levels of English Development support based on multiple data points, such as the latest WIDA ACCESS 2.0 For ELLs proficiency scores
  - English Language Development interventions will continue to provide intensive language-based instruction to English Learners who are struggling with language development
  - English Language Development teachers will begin the year by collecting further proficiency data to ensure they are able to meet students' needs using the WIDA Model assessment, and other local assessments such as i-Ready
- During,
  - English Language Development teachers will also continue to teach language and content, with further emphasis on developing oral language skills
  - The English Language Development program will continue to provide English Language Development intervention to select students who are identified as in need of additional support to further develop their language skills
  - English Language Development teachers will continue to collaborate with core teachers and the special education team to support English Learners in their

classes, whether online or in person

## **Mental & Social and Emotional Health**

### Overview

The Novi Community School District will have a robust approach to attending to Mental & Social and Emotional Health in an effort to support the needs of students and develop community within the classroom and school environment. As educators, we know that relationships are key to learning and developing our school community is vital. We will have a focus on Social Emotional Learning as we return to school and will continue this work throughout the year. Teachers and certified mental health professionals will build upon structures and evidence-based practices that have been an instrumental component of education in Novi. We will continue with more intentionality to issues that are relevant to our current health, social and educational climate. Some of the structures we will be building upon are Restorative Practices, Leader in Me, Positive Behavioral Intervention Supports, Second Step, Playworks and Trauma Informed approaches. We will also implement new supports as needed.

We recognize some students will require more intensive support. We will use our Multi-Tiered System of Support to provide support that is varied and appropriate to the needs of our students. We also recognize the needs of our staff. We will attend to their emotional and instructional needs as we return to school and throughout the year. We will continue to use the Employee Assistance Program (EAP) as an opportunity for support for our staff and their families.

### Key Points

- Proactive approach to focus on the Mental & Social-Emotional Health of students and staff
- Provide time and space for staff and students to intentionally focus on building relationships and foster a strong classroom community of learners
- Leverage structures and practices already in place while adding new strategies to support the needs of students across each level
- Utilize our Multi-Tiered System of Supports (MTSS) to provide interventions in varying degrees of intensity to attend to the needs of each student

**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.

**Phase 4** – NCSd will follow all of the required and highly recommend guidelines that are set forth in the Michigan Safe Start Plan. In addition, NCSd is requiring face masks for all students K-12. All Staff will be provided with Face Shields in addition to wearing their masks.

- i) Any staff and students who do not have a mask, will be provided a mask before getting on the bus.
- ii) Any staff and students who do not have a mask, will be provided a mask at the door before entering the building. Staff will monitor the hallways and common areas to ensure that students wear their masks at all times.
- iii) All staff will wear their masks and face shields when in the classroom. Extra masks will be available as needed.

- iv) Teachers will monitor all K-12 students to ensure they wear their masks when in the classroom. Extra masks will be available as needed.
- v) All desks are placed 6 feet apart and facing in one direction (the front of the classroom). Grade K-6 will be grouped in cohorts. Teachers will come to them in their classroom for instruction. Students will eat lunch in their classrooms with the teacher. Recess will be staggered and monitored to ensure that cohorts do not come in close contact with other students from other cohorts.

[NCSD COVID-19 Prevention and Response Plan](#) – Submitted April 2020 and revised July 21, 2020

## 2. Hygiene

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

NCSD will follow all of the required and highly recommend guidelines that are set forth in the Michigan Safe Start Plan.

- Create, distribute and post hygiene and traffic-flow visual controls
- Teachers will instruct and reinforce with students on the proper handwashing techniques that includes the use of soap and water washing for at least 20 seconds.
- Teachers will instruct and reinforce with students on how to cough and sneeze into their elbows or into a tissue.
- **Disinfecting wipes**- 2 buckets of disposable disinfectant wipes provided to each classroom. Desks will be disinfected upon arrival to class. (*example*-K-6 (cohorts) 2 times daily, MS & HS 5 times daily). Teacher to disinfect door knobs/light switches/ other high touch areas within their classrooms midday.
- **Hand sanitizer**-(2) 18 oz dispensers with 62% alcohol content per classroom/office and several 1 gallon size to be located throughout the building as determined by principal

[NCSD COVID-19 Prevention and Response Plan](#) – Submitted April 2020 and revised July 21, 2020

## 3. Cleaning

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

NCSD will follow all of the required and highly recommend guidelines that are set forth in the Michigan Safe Start Plan.

In order to ensure student safety, we will follow the required elements of the MI Safe Schools Roadmap. The Maintenance department will provide necessary student accommodations to support educational learning and will continue to oversee and work with building and athletic facilities, construction management, interior and exterior sites, and custodial services. Regardless of the learning environment, the maintenance department will:

- Maintain and sanitize bottle filler locations within buildings. In lieu of using a common source of drinking water, staff and students should use individual water bottles.
- Continually assess the necessary materials and supply chain for cleaning, disinfection and PPE supplies per the CDC and Oakland County Health Department guidelines
- Continue deep cleaning all district buildings over the summer and clean and maintain facilities for in-person school operations
- Alert custodial and infection control staff of any changes in recommended cleaning guidelines issued by OSHA and/or the CDC
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible inside the buildings to maximize circulation of outdoor air conditioning



- **Disinfecting wipes-** 2 buckets of disposable disinfectant wipes provided to each classroom. Desks will be disinfected upon arrival to class. (*example*-K-6 (cohorts) 2 times daily, MS & HS 5 times daily). Teacher to disinfect door knobs/light switches/ other high touch areas within their classrooms midday.
- **Hand sanitizer-**(2) 18 oz dispensers with 62% alcohol content per classroom/office and several 1 gallon size to be located throughout the building as determined by principal
- EVC (custodial staff) will continue with a normal cleaning schedule except with an addition of student/staff entrances to be cleaned 30 min after arrival & exit. Bathrooms to be disinfected every 4 hours. EVC to refill & deliver disinfecting bucket of wipes based on demand.
- **Playgrounds-** Practice social distance, wear mask, hand sanitizer before & after play.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) is prohibited.

#### 4. Athletics

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

NCSD will follow all of the required and highly recommend guidelines that are set forth in the Michigan Safe Start Plan.

NCSD will continue promoting and supporting student participation in athletics, curricular and extracurricular activities, to the extent permitted. NCSD will follow guidance from the Michigan High School Athletic Association (MHSAA), National Federation of State High School Associations' (NFHS) Sports Medicine Advisory Committees, in addition to the reopening plans provided by the state of Michigan, the federal government and recommendations by the CDC. The governing bodies for specific sports, as well as the U.S. Olympic and Paralympic Committee will also be consulted.

#### 5. Screening

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

NCSD will follow all of the required and highly recommend guidelines that are set forth in the Michigan Safe Start Plan.

- Staff and students will be required to answer questions from the NCSD Health Survey. The completed survey will be required on a daily basis for each building to be visited. Based on the survey, any person responding affirmatively to COVID-19 exposure will be asked to leave.
- Staff and students will monitor their temperatures daily before they arrive to work/school. Anyone with a temperature of 100.4 or greater, should stay home and consider being tested for the Coronavirus.

#### 6. Testing

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

NCSD will follow all of the required and highly recommend guidelines that are set forth in the Michigan Safe Start Plan.

### **Staff or Student Exhibits COVID-19 Symptoms**

If a staff or student exhibits COVID-19 symptoms, the staff or student must remain at home until he or she is symptom free for 72 hours (three full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants).

NCSD will require a student who reports to a building with symptoms be:

1. isolated in a designated area away from all other students and staff members and wear a mask.
2. The parent/guardian will come immediately to pick up their student from school .
3. The student will not be allowed to return until he or she is symptom free for 72 hours (three full days).
4. To the extent practical, the student is required to obtain a doctor's note clearing them to return to school.

NCSD will similarly require any staff who reports to a building with symptoms will:

1. return home until he or she is symptom free for 72 hours (three full days).
2. To the extent practical, staff are required to obtain a doctor's note clearing them to return to work.

### **Staff or Student Tests Positive for COVID-19**

A staff member or student who tests positive for COVID-19 will be directed to self-quarantine at home. Staff members or students who test positive and are symptom free may return to school when at least seven (7) days have passed since the date of his or her first positive test and have not had a subsequent illness. Staff members or students who test positive and are directed to seek care for themselves at home may return to school when:

1. at least 72 hours (three full days) have passed since recovery; and
2. at least seven (7) days have passed since symptoms first appeared. NCSD will require a staff member or student to provide documentation clearing his or her return to school.

### **Staff Member or Student Has Close Contact with an Individual Who Has Tested Positive for COVID-19**

Staff Members of Students who have come into close contact with an individual who has tested positive for COVID-19 will be directed to self-quarantine at home for 14 days from the last date of close contact with that individual. Close contact is defined as six (6) feet for a prolonged period of time.

If NCSD learns that a staff member of student has tested positive, NCSD will report this case to the Oakland County Health Department who may conduct an investigation to determine who may have had close contact with the confirmed positive employee in the prior 14 days and direct those individuals who have had close contact with the confirmed positive employee to self-quarantine for 14 days from the last date of close contact with that staff member or student.

If applicable, NCSD will also notify any staff members, families of students, or visitors who may have had close contact with the confirmed positive staff member or student. If a staff member or student learns that he or she has come into close contact with a confirmed positive individual outside of school, he/she must alert their administrator of the close contact and self-quarantine for 14 days from the last date of close contact with that individual.

### **Confidentiality/Privacy**

Except for circumstances in which NCSD is legally required to report classroom and building site occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed staff member or student has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

NCSD reserves the right to inform the staff members, families of students, or visitors that an unnamed person has been diagnosed with COVID-19 if the staff members or students might have been exposed to the disease, so the staff member or student may take measures to protect their own health. NCSD also reserves the right to inform staff members, families of students, or visitors that an unnamed person has been diagnosed with COVID-19 if they might have been exposed to the disease, so those individuals may take measures to protect their own health.

## 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).

**Phase 4** - NCSD will follow all of the required and highly recommend guidelines that are set forth in the Michigan Safe Start Plan. NCSD plans to provide safe and timely transportation services for eligible riders. In order to ensure student safety, we will follow the required elements of the MI Safe Schools Roadmap.

Masks/facial coverings could be required depending on the phase.

- Capacities of the transportation service will follow public health guidelines.
- Cleaning and disinfecting protocols following student pick up and drop offs
- Transport vehicles (e.g., buses) used by the school drivers will practice all safety actions and protocols including: hand hygiene, cloth face coverings, social distancing
- Hand sanitizer will be available on all buses.
- Staff and students will use the hand sanitizer upon entering the bus.
- Staff and students will wear masks before entering the bus. If they do not have a mask, a mask will be supplied to them.
- Buses will be cleaned and disinfected at the beginning and the end of each route.
- Buses will be deep cleaned at the end of the day.

### 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.

**Phase 5** - NCSD will continue to follow all of the highly recommend guidelines that are set forth in the Michigan Safe Start Plan. In addition, NCSD will continue to follow the required guidelines from Phase 4 as noted above. The district will not exclude any of the required or highly recommended protocols in any of the categories.

In Phase 5, the NCSD will monitor new executive orders and follow the new protocols that are set forth in them.

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*.

NCSD will continue to follow and include all of the required and highly recommended guidelines as outlined in the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. The district will not exclude any of the required or highly recommended protocols in any of the categories.

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*.

NCSD will continue to follow and include all of the required and strongly suggested guidelines as outlined in the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. The district will not exclude any of the required or highly recommended protocols in any of the categories.

- 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**.

NCSD will follow and include all of the required and strongly suggested guidelines as outlined in the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap. The district will not exclude any of the required or highly recommended protocols in any of the categories.

## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:**

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

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

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

**Name of District/PSA/Nonpublic Leader Submitting Plan:**

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

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