



# **Emergency Operations Plan 2022-23 School Year**

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# Emergency Operations Plan

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# GAYLORD COMMUNITY SCHOOLS

## Emergency Operations Plan

### INTRODUCTION

The following Emergency Operations Plan (EOP) has been established for Gaylord Community Schools in consideration of the recommendations from the CDC and health officials.

The purpose of this plan is to:

- I. Ensure all students and staff have a safe, welcoming, and productive learning environment.
- II. Keep Gaylord Community Schools open for face-to-face learning.

This plan was designed to establish a starting point for opening school in the fall of 2021 and to provide guidance for how the school will continue to respond to changes in COVID-related health issues during the 2021-22 school year. The levels in this plan will be determined by the Otsego County Community Transmission Rate (as reported by the CDC's COVID Data Tracker) along with state and/or local orders. The levels listed below represent a range of mitigation measures within each domain and may or may not be adjusted in unison.

The areas highlighted in yellow represent Gaylord Community Schools' present mitigation measures.

**SECTION 1: Prevention Strategies to Reduce Transmission of SARS-CoV-2 in Schools**

DOMAIN	LEVEL 1 LOW TRANSMISSION	LEVEL 2 MODERATE TRANSMISSION	LEVEL 3 SUBSTANTIAL TRANSMISSION	LEVEL 4 HIGH TRANSMISSION	LEVEL 5 HIGH TRANSMISSION
<b>CONSISTENT AND CORRECT MASK USE</b>	<ul style="list-style-type: none"> <li>Mask wearing is optional.</li> </ul>	<ul style="list-style-type: none"> <li>Mask wearing is required on all district provided transportation.</li> <li>Any staff or student that is unable to medically tolerate a facial covering must provide supporting documentation from a qualified, licensed medical professional. This documentation must be provided in advance in order to establish a safe and acceptable plan.</li> <li>Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.</li> <li>Mask wearing is optional in the K-12 schools.</li> <li>Explore having designated masked classroom(s) at K-6 level (via parent choice).</li> </ul>	<ul style="list-style-type: none"> <li>Mask wearing is required on all district provided transportation.</li> <li>Mask wearing is required for all indoor non-classroom settings in K-6 schools. <i>Exception: While eating and drinking during scheduled times and designated areas.</i></li> <li>Any staff or student that is unable to medically tolerate a facial covering must provide supporting documentation from a qualified, licensed medical professional. This documentation must be provided in advance in order to establish a safe and acceptable plan.</li> <li>Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.</li> <li>Explore having designated masked classroom(s) at K-6 level (via parent choice).</li> </ul>	<ul style="list-style-type: none"> <li>Mask wearing is required on all district provided transportation.</li> <li>Mask wearing is required indoors in K-12 schools. <i>Exception: While eating and drinking during scheduled times and outdoor activities.</i></li> <li>Any staff or student that is unable to medically tolerate a facial covering must provide supporting documentation from a qualified, licensed medical professional. This documentation must be provided in advance in order to establish a safe and acceptable plan.</li> <li>Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.</li> <li>Explore having designated masked classroom(s) at K-6 level (via parent choice).</li> </ul>	<ul style="list-style-type: none"> <li>Mask wearing is required on all district provided transportation.</li> <li>Mask wearing is required on all school grounds.</li> <li>Any staff or student that is unable to medically tolerate a facial covering must provide supporting documentation from a qualified, licensed medical professional. This documentation must be provided in advance in order to establish a safe and acceptable plan.</li> <li>Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.</li> </ul>
<b>VACCINATIONS</b>	<ul style="list-style-type: none"> <li>Staff, students, and visitors are not required to have the COVID-19 vaccination.</li> <li>Staff, students, and visitors are not required to provide documentation of COVID-19 vaccination status.</li> <li>GCS will partner with state and local public health authorities and provided vaccination information to staff, and parents of students who are eligible for vaccine.</li> <li>GCS will provide students with flexible options for excused absences in order to receive a COVID-19 vaccination.</li> </ul>				
<b>PHYSICAL DISTANCING</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Desks will be spaced three feet apart in classrooms to the extent that it is feasible.</li> <li>As feasible, desks will be arranged to face the same direction.</li> <li>Cohorts of students will be arranged when feasible.</li> <li>Teachers should try to maintain three feet of spacing between themselves and students as much as possible.</li> </ul>			

DOMAIN	LEVEL 1 LOW TRANSMISSION	LEVEL 2 MODERATE TRANSMISSION	LEVEL 3 SUBSTANTIAL TRANSMISSION	LEVEL 4 HIGH TRANSMISSION	LEVEL 5 HIGH TRANSMISSION
SCREENING TESTING	<p>Level 1 + Highlighted Mitigation Measures in Levels 2-5</p> <ul style="list-style-type: none"> <li>The district will cooperate with the Health Department of Northwest Michigan regarding any protocols they require for screening students and staff.</li> <li>Staff members and contractors will follow MIOSHA guidelines.</li> </ul>	<p>Level 1 +</p> <ul style="list-style-type: none"> <li>Staff members should conduct daily self-examinations.</li> <li>Parents/guardians will sign an agreement which outlines their responsibilities in regard to monitoring their children for signs of infections illness every day prior to sending students to school.</li> <li>Each school building will have a designated quarantine area for students who become ill with symptoms of COVID-19 at school.</li> <li>Symptomatic students and staff sent home from school or staying home for the day should refer to their healthcare provider or Health Department for testing and care.</li> <li>Visitors are required to comply with the COVID specific signage pertaining to symptoms and exposure.</li> </ul>			
VENTILATION	<ul style="list-style-type: none"> <li>GCS supports the used of ventilation equipment, actions to improve ventilation, and will continue to use the HVAC or air filtration systems that reduce the amount of airborne pathogens.</li> </ul>				
HANDWASHING AND RESPIRATORY ETIQUETTE	<ul style="list-style-type: none"> <li>GCS will 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).</li> <li>GCS will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer and proper respiratory etiquette.</li> </ul>	<p>Level 1 and 2 +</p> <ul style="list-style-type: none"> <li>Employees are discouraged from using other staffs' phones, desks, offices, or other work tools and equipment, when possible. If sharing such items or spaces is unavoidable, then wipe down any and all items and spaces prior to sharing with another person.</li> </ul>			
STAYING HOME WHEN SICK AND GETTING TESTED	<ul style="list-style-type: none"> <li>Students and staff who have symptoms of infectious illness, such as influenza (flu) or COVID-19, should stay home and referred to their healthcare provider for testing and care.</li> </ul>				
CONTACT TRACING IN COMBINATION WITH ISOLATION AND QUARANTINE	<ul style="list-style-type: none"> <li>The district will cooperate with the Health Department of Northwest Michigan if a confirmed case of COVID-19 is identified.</li> <li><del>The district will notify staff and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the ADA and other applicable federal and state privacy laws.</del></li> <li>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.)</li> </ul>				
CLEANING AND DISINFECTION	<p>Level 1 + Highlighted Mitigation Measure in Levels 2 – 4</p> <ul style="list-style-type: none"> <li>Normal (non COVID-19) cleaning protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Classrooms and frequently touched surfaces will be cleaned daily.</li> <li>Playground structures must continue to undergo normal routine cleaning.</li> <li>Facilities exposed to COVID-19 will be disinfected and clean as soon as possible.</li> </ul>	<p>Level 2, 3 and 4 +</p> <ul style="list-style-type: none"> <li>All surfaces will be disinfected after every class period.</li> </ul>		

**SECTION 2: Additional Considerations for K-12 Schools**

DOMAIN	LEVEL 1 LOW TRANSMISSION	LEVEL 2 MODERATE TRANSMISSION	LEVEL 3 SUBSTANTIAL TRANSMISSION	LEVEL 4 HIGH TRANSMISSION	LEVEL 5 HIGH TRANSMISSION
VISITORS	<p>Level 1 + Highlighted Mitigation Measures in Levels 2 -5</p> <ul style="list-style-type: none"> <li>Visitors will be allowed in the school building. They are to follow building protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Visitors will be allowed in the school building under limited circumstances determined by district and school officials. They are to follow building protocols.</li> <li>Visitors are not allowed in the hallways or classrooms.</li> <li>Visitors are required to wear a mask in K-12 schools.</li> <li>Visitors who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing area.</li> </ul>			
FOOD SERVICE AND SCHOOL MEALS	<ul style="list-style-type: none"> <li>Students will wash hands before and after meals.</li> </ul>	<ul style="list-style-type: none"> <li>Large scale assemblies where students are spaced less than three feet apart are not recommended.</li> <li>Cafeteria meal times will be staggered to create seating arrangements with three feet of distance when possible between students.</li> <li>Students will wash hands before and after meals.</li> </ul>		<ul style="list-style-type: none"> <li>Large scale assemblies are prohibited.</li> <li>Cafeteria meal times will be staggered to create seating arrangements with three feet of distance between students.</li> <li>Students will wash hands before and after meals.</li> </ul>	
RECESS	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Masks are not required when outdoors, during recess, and physical education.</li> </ul>	<p>Level 2+</p> <ul style="list-style-type: none"> <li>Masks are required during indoor physical education in K-2 schools.</li> <li>Masks are not required when outdoors, during recess and physical education in 7 – 12 schools.</li> </ul>	<ul style="list-style-type: none"> <li>Masks may be required when outdoors, during recess and physical education</li> </ul>	<ul style="list-style-type: none"> <li>Masks are required when outdoors, during recess and physical education.</li> </ul>
SPORTS AND OTHER EXTRACURRICULAR ACTIVITIES	<ul style="list-style-type: none"> <li>The district will comply with all guidance published by Michigan High School Athletic Association (MHSAA).</li> </ul>				
BUSING AND STUDENT TRANSPORTATION	<ul style="list-style-type: none"> <li>Transportation vehicles will be routinely cleaned.</li> <li>If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. District administrators will create a plan for getting students home safely if they are not allowed to board the vehicle. If a driver becomes sick, during the day, they must follow protocols for sick staff, and must not return to drive students.</li> </ul>	<p>Level 1 +</p> <ul style="list-style-type: none"> <li>The use of hand sanitizers will be required before entering the bus. Hand sanitizer will be provided on each school bus.</li> <li>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 will be made on a case-by-case basis with local public health officials.</li> <li>Transportation vehicles will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned. Staff will be assigned to be responsible for this cleaning and disinfecting.</li> <li>Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.</li> <li>Weather permitting, keeping windows open while the vehicle is in motion will be considered in an effort to help reduce spread of the virus by increasing air circulation, if appropriate and safe.</li> <li>Bus schedules will be reconfigured in order to minimize or eliminate transfers.</li> <li>Signage will be posted on each bus addressing the use of face coverings and appropriate hygiene.</li> </ul>			

**SECTION 3:**

**APPENDIX A  
Staff Daily Screening Questionnaires**

**COVID-19 Workplace Health Screening**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_ Time In: \_\_\_\_\_

1. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath or difficulty breathing:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New loss of taste or smell	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

Subjective Fever or measured fever	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chills:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Headache:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sore throat:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Runny nose or congestion:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Muscle aches:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Abdominal pain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fatigue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Nausea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vomiting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Diarrhea:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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If you answer:

- **YES** to any of the symptoms listed in Section 1, **OR**
- **YES** to two or more of the symptoms listed in Section 2, **OR**
- If your temperature is **100.4°F or higher:**

Please contact your supervisor and do not go into work. Self-isolate at home and contact your primary care physician's office for direction.

- You should isolate at home for a minimum of 10 days since symptoms first appeared or per the guidance of your local health department.
  - Call your local health department if diagnosed as a probable COVID-19 or if you test positive.
- You must also be 24 hours without a fever and have improvement in symptoms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19**

August 5, 2021

## APPENDIX B OTHER RESOURCES

Occupational Safety and Health Administration website: [www.osha.gov](http://www.osha.gov)

Centers for Disease Control and Prevention website: [www.cdc.gov](http://www.cdc.gov)

Helpful CDC Guidance:

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf> -THIS  
SAYS 6 FEET

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>