COVID-19 Preparedness and Response Plan
(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: Mona Shores Public Schools
Address of District: 121 Randall Rd.
Norton Shores, MI 49441
District Code Number: 61060
Web Address of the District: https://www.monashores.net/
Name of Intermediate School District: Muskegon Area ISD
Name of Authorizing Body (if applicable): N/A
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


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.

Mona Shores Schools prides itself on being a large district with a small feel. Part of this is finding a way to support each and every family and meet their needs.

Connecting with students and keeping our relationships is the top priority. Supporting our kids and families in every way possible will be our anchor.

The District will provide multiple remote learning options using a hybrid model for families in order to ensure access is made available for all students. A combination of on-line/virtual, email, social networks, and printed materials will be the alternative modes of instruction we offer.

We will be providing a Chromebook for every student to access digital materials. We will ensure access is made possible for all students by confirming internet access for each individual student. For those students identified as not having internet access we will find a way to help them access it through a variety of means.

We have completed an internet access survey of all students and found that 4% do not have access. If we are in Phases 1, 2, or 3 we will support these students with a hotspot for internet access. We are also expanding our internet to cover our parking lots at each school as back up for those that cannot connect.

For those that are unable to ultimately access the work through electronic means we will deliver printed material once per week. We will also deliver pencils, and other supplies as needed for all students.

The Plan ensures to the extent feasible that pupils have access to a connected device capable of accessing the electronic instruction and must not penalize a pupil for the pupil’s inability to fully participate.

We will also have a continuously updated section on our website with frequently asked questions. We will have a Google Form available for submission of these questions.
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.

<table>
<thead>
<tr>
<th>Personal Protective Equipment - Required</th>
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**District Implementation Plan:**
- The district will communicate to all staff the expectations for the use, care, and wearing of masks. Disposable masks or cloth face coverings may be used. Disposable masks must be discarded daily. Cloth masks must be washed daily.
- Staff and students who are unable to wear a mask for medical reasons, must supply a written excuse from their physician.
● The district will communicate the expectations for student use of masks to all students, staff, parents, and community.
● The district will post a regulation regarding masks on the district website.
● The district will post signage throughout the buildings requiring the usage of masks for staff and students. No visitors will be allowed and if there is one a mask will be required for entry.
● Post handwashing signs in the restrooms.
● The District will provide disposable masks to all kids if they do not have a clean cloth mask each day.
● The District will provide staff with cloth masks and cloth masks with a clear mouth area

2. **Hygiene**

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

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**Hygiene- Required**
- 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).
- 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.

**Strongly Recommended:**
- 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.
- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.
- Limit sharing of personal items and supplies such as writing utensils.
- Keep students’ personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

**District Implementation Plan:**
- The district will create lessons to demonstrate proper handwashing procedures for students and staff.
- Post handwashing signs in all restrooms.
- The district will provide soap and paper towels or hand dryers in all district restrooms.
- Hand sanitizer stations are located throughout district buildings. Classrooms and common areas will have approved hand sanitizer available for use.
- The district will include coughing, sneezing, tissue protocols in our lessons, including PBIS training.
- District staff will reinforce hygiene procedures in the school setting.
- All soap and sanitizer dispensers will be checked daily to ensure product is available.
- Each classroom will be equipped with a cleaning and sanitizing supply center.
3. Spacing, Movement, Access

**Spacing, Movement and Access - Strongly Recommended:**

- As feasible, arrange all desks facing the same direction toward the front of the classroom.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Post signage to indicate proper social distancing.
- Floor tape or other markers should be used at six foot intervals where line formation is anticipated.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- 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.

**Recommended -**

- As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.
- As able, “specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.
- Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

**District Implementation Plan:**

- Student desks and tables will be front facing, when possible. Rooms will be arranged to create social distancing. Efforts will be made to space students as far apart as space allows.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- The district will communicate that family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- The district will post signage to indicate proper social distancing.
- Floor markings will be utilized where lines are anticipated.
- The district will post signs on the doors of restrooms to indicate proper social distancing and hygiene.
- Adult guests and visitors will be prohibited.
- Building administrators and staff will develop and implement plans to stagger arrival and dismissal, to monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

4. Cleaning

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

**Cleaning - Required**

- 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.
- Libraries, computer labs, arts, and other hands on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA...
approved disinfectant is unnecessary.

- 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.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

**District Implementation Plan:**
- Custodial staff will clean frequently touched surfaces including light switches, doors, benches, bathrooms every two-four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Staff will wipe down student desks with either an EPA-approved disinfectant or sanitizer solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- The district will provide guidance to 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.
- The district will provide gloves, surgical mask, and face shield for all staff performing cleaning Activities as required.

### 5. Athletics

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

**Athletics Required**

- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

**District Implementation Plan:**

- Mona Shores Public Schools will be in compliance with all guidance and requirements put forth in the Return to Play Guidance established by the Michigan High School Athletic Association (MHSAA). This includes current and future guidance and requirements.

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

### Screening Students and Staff - Required
- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

**Strongly Recommended -**
- Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.
- 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.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- 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.

### District Implementation Plan:
- The district will follow the protocols in the Public Health-Muskegon County Return to School Toolkit for staff and students who are confirmed positive, symptomatic pending results, or the household member or close contact of an individual who is confirmed or symptomatic pending results.
- Per Executive Order 2020-145: all employees or contractors will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- The Mona Shores Public Schools requirements for screening temperatures and for Covid 19 symptoms at home will be included in our online registration forms.
- A copy of the at home health screening requirements for students and staff will be posted on the Mona Shores Public Schools website.
- Each school building in the District will establish a quarantine area for ill students and establish a staff person to monitor following Public Health-Muskegon County safety requirements.

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

### Testing Protocols for Students and Staff and Responding to Positive Cases - Required
- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

**Strongly Recommended -**
- 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 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.
- 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.

**Recommended -**
- 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.
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.

**District Implementation Plan:**
- The district will follow the protocols in the Public Health-Muskegon County Return to School Toolkit for staff and students who are confirmed positive, symptomatic pending results, or the household member or close contact of an individual who is confirmed positive or symptomatic pending results.
- Families will screen students at home before coming to school for the day. This requirement will be included in the online registration and a copy of the policy will be available on the Mona Shores Public Schools website.
- Staff will complete a health screener prior to reporting each day.

8. **Busing and Student Transportation**
   Please describe how you will implement the requirements for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

**Busing and Student Transportation - Required**
- Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- 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.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- 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.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

**District Implementation Plan:**
- The district will install hand sanitizer dispensers inside all buses and keep them filled daily.
- All drivers and students will be required to wear face coverings while riding the district buses as long as it is medically feasible for each individual.
- The district will purchase equipment and supplies to disinfect and sanitize each bus in between bus routes. There will be enough time in between routes to allow time for the disinfecting and sanitizing process.
- Each bus will be equipped with disinfectant, gloves, masks, and face shields for the driver to perform these duties between each route.
- Drivers will be trained in proper disinfecting and sanitizing procedures.
- Drivers will disinfect all equipment on the buses, including seats, railings, wheelchairs, walkers, car seats and any other adaptive equipment being used to transport students daily.
- The driver will keep the door and windows open when disinfecting the bus between routes.
- If students refuse to wear a mask but are medically able to, they will not be allowed to ride.
If a student comes into contact with someone that has been exposed during the day, the building will contact the parents to have them transport them home.

- If a driver becomes ill or has symptoms, they will follow the protocols outlines in the
- Drivers will drive with windows down, weather permitting, for ventilation throughout the bus.

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.

- The District will follow the recommendations and guidance from Public Health-Muskegon County during Phase 5 of the MI Safe Start Plan.
- The district will continue to use student supports from community agencies along with our internal counseling department.
- Students will learn via continued lesson plans and platforms that are used in Phase 4, including but not limited-to, face-to-face, virtual, Google Classroom, and devices for students.
- All steps in place in Phase 4 will be carried over into Phase 5 and beyond as recommended by Public Health-Muskegon County.

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.

Personal Protective Equipment - Required

- Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- PreK-5 and special education teachers should consider wearing clear masks.
- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.
- 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.
- Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Homemade facial coverings must be washed daily.
- Disposable facing coverings must be disposed of at the end of each day.
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- 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 cover must not wear one.
- 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.

Strongly Recommended:

- Facial coverings should be considered for preK students and students with special needs in hallways and common areas.
Facial coverings are not recommended for use in classrooms by children ages 3 and 4. Facial coverings should never be used on children under age 2.

District Implementation Plan:
- The district will communicate to all staff the expectations for the use, care, and wearing of masks. Disposable masks or cloth face coverings may be used. Disposable masks must be discarded daily. Cloth masks must be washed daily.
- Staff and students who are unable to wear a mask for medical reasons, must supply a written excuse from their physician.
- The district will communicate the expectations for student use of masks to all students, staff, parents, and community.
- The district will post a regulation regarding masks on the district website.
- The district will post signage throughout the buildings requiring the usage of masks for staff and students. No visitors will be allowed and if there is one a mask will be required for entry.
- Post handwashing signs in the restrooms.
- The District will provide disposable masks to all kids if they do not have a clean cloth mask each day.
- The District will provide staff with cloth masks and cloth masks with a clear mouth area.

Hygiene- Required
- 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).
- 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.

Strongly Recommended:
- 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.
- Systematically and frequently check and refill soap and hand sanitizers.
- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.
- Limit sharing of personal items and supplies such as writing utensils.
- Keep students’ personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

District Implementation Plan:
- The district will create lessons to demonstrate proper handwashing procedures for students and staff.
- Post handwashing signs in all restrooms.
- The district will provide soap and paper towels or hand dryers in all district restrooms.
- Hand sanitizer stations are located throughout district buildings. Classrooms and common areas will have approved hand sanitizer available for use.
- The district will include coughing, sneezing, tissue protocols in our lessons, including PBIS training.
- District staff will reinforce hygiene procedures in the school setting.
- All soap and sanitizer dispensers will be checked daily to ensure product is available.
- Each classroom will be equipped with a cleaning and sanitizing supply center.

Spacing, Movement and Access—Strongly Recommended:
- As feasible, arrange all desks facing the same direction toward the front of the classroom.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under
extenuating circumstances determined by district and school officials.

- Post signage to indicate proper social distancing.
- Floor tape or other markers should be used at six foot intervals where line formation is anticipated.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- 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.

**Recommended**

- As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.
- As able, “specials” (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.
- Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

**District Implementation Plan:**

- Student desks and tables will be front facing, when possible. Rooms will be arranged to create social distancing. Efforts will be made to space students as far apart as space allows.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- The district will communicate that family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- The district will post signage to indicate proper social distancing.
- Floor markings will be utilized where lines are anticipated.
- The district will post signs on the doors of restrooms to indicate proper social distancing and hygiene.
- Adult guests and visitors will be prohibited.
- Building administrators and staff will develop and implement plans to stagger arrival and dismissal, to monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.

**Cleaning Required**

- 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.
- Libraries, computer labs, arts, and other hands on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or sanitizer solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- 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.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

**District Implementation Plan:**

- Custodial staff will clean frequently touched surfaces including light switches, doors, benches, bathrooms every two-four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Staff will wipe down student desks with either an EPA-approved disinfectant or sanitizer solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.
- The district will provide guidance to ensure safe and correct use and storage of cleaning and disinfection products.
disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.

- The district will provide gloves, surgical mask, and face shield for all staff performing cleaning Activities as required.

**Athletics Required**
- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

**District Implementation Plan:**
- Mona Shores Public Schools will be in compliance with all guidance and requirements put forth in the Return to Play Guidance established by the Michigan High School Athletic Association (MHSAA). This includes current and future guidance and requirements.

**Screening Students and Staff- Required**
- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

**Strongly Recommended-**
- Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.
- 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.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- 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.

**District Implementation Plan:**
- The district will follow the protocols in the Public Health-Muskegon County Return to School Toolkit for staff and students who are confirmed positive, symptomatic pending results, or the household member or close contact of an individual who is confirmed or symptomatic pending results.
- Per Executive Order 2020-145: all employees or contractors will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID19.
- The Mona Shores Public Schools requirements for screening temperatures and for Covid 19
symptoms at home will be included in our online registration forms.

- A copy of the at home health screening requirements for students and staff will be posted on the Mona Shores Public Schools website.
- Each school building in the District will establish a quarantine area for ill students and establish a staff person to monitor following Public Health-Muskegon County safety requirements.

**Testing Protocols for Students and Staff and Responding to Positive Cases - Required**

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

**Strongly Recommended**

- 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 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.
- 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.

**Recommended**

- 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.
- 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.

**District Implementation Plan:**

- The district will follow the protocols in the Public Health-Muskegon County Return to School Toolkit for staff and students who are confirmed positive, symptomatic pending results, or the household member or close contact of an individual who is confirmed positive or symptomatic pending results.
- Families will screen students at home before coming to school for the day. This requirement will be included in the online registration and a copy of the policy will be available on the Mona Shores Public Schools website.
- Staff will complete a health screener prior to reporting each day.

**Busing and Student Transportation - Required**

- Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- 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.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Create a plan for getting students home safely if they are not allowed to board the vehicle. 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.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
District Implementation Plan:
- The district will install hand sanitizer dispensers inside all buses and keep them filled daily.
- All drivers and students will be required to wear face coverings while riding the district buses as long as it is medically feasible for each individual.
- The district will purchase equipment and supplies to disinfect and sanitize each bus in between bus routes. There will be enough time in between routes to allow time for the disinfecting and sanitizing process.
- Each bus will be equipped with disinfectant, gloves, masks, and face shields for the driver to perform these duties between each route.
- Drivers will be trained in proper disinfecting and sanitizing procedures.
- Drivers will disinfect all equipment on the buses, including seats, railings, wheelchairs, walkers, car seats and any other adaptive equipment being used to transport students daily.
- The driver will keep the door and windows open when disinfecting the bus between routes.
- If students refuse to wear a mask but are medically able to, they will not be allowed to ride the bus. If a student comes into contact with someone that has been exposed during the day, the building will contact the parents to have them transport them home.
- If a driver becomes ill or has symptoms, they will follow the protocols outlined in the plan.
- Drivers will drive with windows down, weather permitting, for ventilation throughout the bus.

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.

Personal Protective Equipment:
- 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.
- PreK-5 and special education teachers should consider wearing clear masks.
- Homemade facial coverings should be washed daily.
- Disposable facial coverings should be disposed of at the end of each day.

District Plan:
- In Phase 5, our plan requires staff and students to use facial coverings in common areas pre-K-12.

Athletics:
- 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.

District Plan:
- Our plan will follow the MHSAA guidance and applicable Executive Orders to determine the number of spectators allowed in Phase 5.

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.

Yes, we plan to exclude protocols that are highly recommended in the following areas:

**Personal Protective Equipment**
- Facial coverings should be considered for K-5 students and students with special needs in Classrooms

District Plan:
• Students will maintain cohort groups and will wear masks when they are in common areas. Wearing masks in the cohort classrooms will be optional for students K-5

Spacing, Movement, and Access

◆ Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

District Plan:

◆ Desks and student areas will be spaced as far apart as possible to allow for social distancing in Phase 5 to the extent possible..

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 10, 2020

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

Board of Education Meeting Minutes - August 10, 2020 or at

https://www.monashores.net/our-district/board-of-education/board-meeting-briefs/

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

www.monashores.net

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:
Bill O’Brien, Superintendent

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

Date Submitted to State Superintendent and State Treasurer: