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# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District: Waterford School District**

**Address of District:** 501 N. Cass Lake Rd  
Waterford, MI 48328

**District Code Number: 63300**

**Web Address of the District: [www.waterford.k12.mi.us](http://www.waterford.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.

In the event that our Board of Education chooses to begin the year online, students enrolled in the WVA will remain on that path. All other students will move to the remote learning model described in the plan below. Once in-person instruction resumes, all facets of the plan below will be implemented dependent on the phase the state is in.

The Waterford School District is offering, to all families, a fully online option for school in the Waterford Virtual Academy. The WVA will utilize the Edgenuity platform to provide online instruction to students K-12 with Waterford School District teachers meeting with students regularly to monitor progress, reteach as necessary and provide students a group forum in which to discuss their work. At the elementary level, the Edgenuity platform also provides workbooks to each student. Essentially, WSD teachers will use the Edgenuity platform as a base for instruction and enhance it with additional benchmarks, large group instruction, small group instruction and individualized instruction. Parents have been asked to apply for admission to the WVA no later than August 5, 2020. WVA teachers will participate in Edgenuity webinars and receive training from colleagues on implementation and supplemental instruction prior to the start of the school year.

For those students who return to school in- person, they will do so full time as long as the State remains in Phase Four or higher. At the secondary level, we will be implementing a block schedule in order to reduce passing times and to limit exposure in the course of a given day. If, at any time, the State reverts to Phases 1-3, teachers and students will immediately revert to remote learning, using Google Classroom to run their full schedule throughout the course of a day. Students will be provided with any textbooks or supplementary materials needed to continue learning remotely. Teachers used a modified version of this model in the spring, when the shutdown occurred but it was not as intensive then because of the nature of the requirements at the time. If another shutdown occurs, a full time schedule will be used including Encore classes at the elementary and elective courses at the secondary.

Teachers will participate in extensive professional development to enhance their skills and bring some uniformity to Google Classroom across the District. This will help students recognize a shared format and create ease of use as they will be familiar with the same set-up for each teacher. Use of Google Classroom with students will begin on the first day of school so that, in case of another shutdown, the transition to remote learning will be seamless. Additionally, at the secondary level, we will continue to use Khan Academy as a resource for students. We will also use both Lexia and SuccessMaker at the elementary level. Both of these online platforms provide individualized instruction for students in order to help them to close any gaps which may have occurred as a result of the shutdown in both English Language Arts and mathematics..

When the Waterford School District provides in-person or virtual instruction to its students without disabilities, the district will also provide in-person or virtual instruction to its students with disabilities, consistent with their individualized education programs (IEPs). All students will be assessed at the beginning of the year and IEPs may be adjusted based upon student needs. The district will continue to review and refine the plan for program and service delivery as the Executive Orders for delivering educational services during the COVID-19 pandemic change. 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.

In order to accommodate the need for devices and internet connectivity, WSD has surveyed parents and projected needs for families who did not complete the surveys. Using Cares Act money, we are in the process of ensuring that all students without an accessible device in the home, will be provided with one. Hot spots will be provided for students who do not have connectivity.

Regardless of whether instruction is in-person, virtual with the WVA or remote, students will be assessed in multiple ways. All students will be academically assessed using NWEA or pretests. These scores will be compared to their Winter scores in order to determine any learning loss or gaps. Teachers will adapt instruction to address these gaps and will monitor progress throughout the year using NWEA benchmark assessments in fall, winter and spring. This will be done regardless of program or phase as NWEA has moved to a web based platform for this purpose.

In addition to academic assessments, our Social and Emotional Learning Return to School group has been working to decide on a screener to help identify trauma in students related to COVID or other causes. School social workers, counselors and interventionists will be available and will be meeting with students to implement screeners and provide support to students/families in need of assistance. Teachers will participate in training regarding Social Emotional Learning in August and again in November.

The entire plan can be found on our website by clicking **here**(insert link)

**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.

The Waterford School District plans to require all staff and students K-12 to wear face coverings throughout the day, except during meals and unless they cannot be medically tolerated.

This requirement includes K-5 which is not required above in v). For students in grades K-5, classes will remain in a cohort throughout the day. Encore teachers will move to classrooms for instruction with the exception of physical education which will take place either outdoors or in the gymnasium which is larger to accommodate. Students will eat with their class in the cafeteria. Lunch periods will be adjusted to accommodate only enough classes to allow for social distancing. Seats will be assigned by class.

2. **Hygiene**

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

- All sinks will be checked to ensure proper operation.
- Supplies (paper towels, soap, tissue, trash receptacles) will be checked daily and restocked as needed.
- Proper hand washing signage posted in restrooms along with Prevent The Spread signage (hand washing, disinfecting, avoid touching face, practice social distancing, stay home when sick and cover coughs and sneezes) posted in building corridors.
- Hand sanitizer will be provided in classrooms and throughout building corridors.
- Hand sanitizer will be provided on all school buses.
- Teachers will contact the office if supplies run out during the school day.
- Teachers/Staff will provide instruction on hygiene and COVID-19 precautions..

- Custodial staff will
  - Procure adequate soap, hand sanitizer, paper towels
  - Post signage related to handwashing and hygiene strategies in restrooms and hallways
  - Monitor supplies and refill as needed
  - Procure hand sanitizing stations as deemed necessary

### 3. Cleaning

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

- Cleaning protocols will follow those laid out in the MI Safe Schools Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- In the buildings, throughout the school day, custodians will disinfect all frequently touched surfaces regularly.
- Nightly, building custodial staff will clean classrooms, restrooms, offices and common space areas.
- Deep cleaning and disinfecting with the use of fogging sprayer and CDC recommended cleaning methods will be a regular component following a confirmed positive case of COVID-19 at a building.
- All secondary classrooms will be supplied with EPA approved alcohol disinfecting wipes.
- Libraries, computer labs and hands on classrooms will be provided with cleaning supplies.
- The appropriate PPE (i.e. face shield, gloves) will be issued to staff along with wearing of face covering when performing cleaning activities.

#### 4. Athletics

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

- Athletic programming is operating under the guidelines of the Michigan High School Athletic Association (MHSAA). All considerations for athletic activity is being guided by this state association in conjunction with the National Federation of High School Sports recommendations. As the MHSAA makes decisions regarding athletics, the district will follow these recommendations and implement to best ensure the safety and health of students and staff.
- Review of guidelines with all coaches and coaching staffs of rules and expectations to maintain participant wellness and safety.
- Institute procedures such as pre-workout screening, social distancing when possible, cleaning and hygiene.
- Provide teams with supplies such as hand sanitizer and disinfectant spray/wipes.
- A supply of face coverings and shields will be available for those in need.
- Ensure equipment is disinfected before and after use.

#### 5. Screening

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

- The Waterford School District will follow the guidelines set forth by Centers for Disease Control and Protection for the screening of K-12 students (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>) and for all school staff (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>)
- WSD will comply with Oakland County Health Division regarding implementing protocols for screening students and staff as they are made available.
- Implementation of the “Clear To Go” Staff, Student, Visitor Health Screening and Case Management App will be used to manage daily health safety assessments and assist in contact tracing. Oakland County Health Department will be notified of positive COVID-19 cases and close contacts.
- An electronic self-monitoring questionnaire must be completed by all staff and students **prior** to school via the Clear to Go App. Screening questions on symptoms such as temperature of 100.4 F or greater are included in the questionnaire.



- A flowchart has been shared with all district stakeholders communicating Staff/Student action response plan and the appropriate protocols in case of Confirmed Positive COVID-19 Test Results, Symptomatic and Awaiting COVID-19 Test Results and Close Contact to a Confirmed COVID-19 Case.
- A flowchart has been shared with all district stakeholders communicating Household Member of Staff/Student action response plan and the appropriate protocols in case of Confirmed Positive COVID-19 Test Results, Symptomatic and Awaiting COVID-19 Test Results and Close Contact to a Confirmed COVID-19 Case.

## 6. Testing

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

The Waterford School District will follow the guidelines set forth by the Centers for Disease Control and Protection and, when available, those of Oakland County Health Division. Covid-19 testing is voluntary - WSD cannot require students or staff to be tested. WSD will cooperate with OCHD if a confirmed case of COVID-19 is identified. Collection of contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at school will be provided to OCHD.

## 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).

- Contact will be made to all transportation companies that support the district to ensure they have received a copy of the criteria in the MI Safe Schools Return To School Roadmap.
- Face coverings must be worn at all times by all students, drivers and staff. A supply of masks will be available on each bus for those in need
- Signage will be added to each bus to address the use of face masks of all students, staff and drivers.
- Hand sanitizer dispensers will be installed on all buses and students will be required to use before entering the bus.
- Buses will be cleaned and disinfected between route assignments after morning runs and after afternoon runs or between midday assignments.
- Weather permitting, doors and windows will be kept open when cleaning the vehicle

and between trips.

- Students will be assigned seats to assist with tracking and supervision.
- No field trips or class trips will be allowed in Phases 4 or 5.

**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.**

Instructionally, the same options of either in school or virtual will apply for Phase 5 as well.

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*.

The Waterford School District will implement all strongly recommended protocols for Phase 5, with the exception of a few that will be implemented when feasible.

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*.

The Waterford School District will implement social distancing in classrooms when feasible. Additionally, in place of a student handwashing schedule, the District will promote proper handwashing and have sanitizing stations in all classrooms.

**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, the Waterford School District will not be offering a hybrid learning option to students.

## 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:**

<https://www.waterford.k12.mi.us/pages/51205/board-of-education>

**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: Scott Lindberg**

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

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