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# **Calhoun Intermediate School District Return To Learn**

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

(Executive Order 2020-142 District Preparedness Plan)

**August 10, 2020**

**Name of District: Calhoun Intermediate School District**

**Address of District: 17111 G Drive North, Marshall, MI 49068**

**District Code Number: 13000**

**Web Address of the District: <https://www.calhounisd.org/>**

**Name of Intermediate School District: Calhoun Intermediate School District**

**Name of Authorizing Body (if applicable): n/a**

Version 1.0 : August 10, 2020

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## 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.

The Calhoun Intermediate District provides educational services for 12 local school districts and 5 public school academies. The Calhoun ISD provides services in Early Childhood Education, Special Education and Career and Technical Education in the following manner:

### **Early Childhood Education (Including, 32p, 32p4, GSRP, Early On)**

All early childhood programs will offer alternative modes of instruction, lesson plans, and support for parent education and engagement while incorporating principles of developmentally appropriate practices for young learners. The [CISD Early Childhood Continuity of Learning Plan](#) submitted in the spring of 2020 is still in effect.

The Great Start Collaborative and Great Start Parent Coalition(32p) will utilize a variety of modes of communication and engagement for both partnering stakeholders as well as families. Video and telephone conferences, Group Messenger and individual communications will be utilized to provide a menu of support and modalities of connections for all. The 32p and 32p4 home visiting programs will continue to support each child’s development through the CISD Welcome Baby Early Learning Program and through PAT foundational and ongoing visits utilizing the [Parent’s as Teachers Virtual Interactive Video Conferencing Home Visiting checklist](#). Coaches will partner with families to complete and discuss Ages and Stages Questionnaires utilizing the ASQ online system and will support families designing activities to support their child’s emergent learning. Tools like the PICCOLO will also be discussed and completed utilizing video when possible. Additionally, Phase 4 and 5 Home Visitation services will be provided following the CISD Staff/Home Visiting Plan (found at the link [Calhoun Intermediate School District STAFF - Home Visiting In Person Reopening Plan](#)).

The Great Start Readiness Program preschool programs ([GSRP](#)), [instructional plans](#) will provide virtual lessons in all core academic areas including Social Emotional learning. Activities will be designed to align and reinforce the learning targets of each age appropriate lesson. Students and families will be connected with resources to support their learning including but not limited to the [CISD Distance Learning Toolkit](#). The expectations regarding remote learning will be shared with parents/guardians as needed according to their specific

program. The learning of the preschoolers will be monitored by the teachers in collaboration with the parent, as young children are reliant on adult support to be successful learners. This means that teachers will work with not only the children, but also coaching/supporting the family with how to promote learning at home. Individual GSRP community based organization plans will be amended as the guidance is released. All GSRP programs will meet or exceed the protocols and procedures as outlined in the CISD Preparedness and Response Plan. The plans will be posted on the CISD website alongside the individual GSRP sub recipient's websites listed below.

Battle Creek Public Schools(13020), Bellevue Community Schools(23010), Olivet Community Schools(23080), Battle Creek Family YMCA(990006412), New Harvest Christian Center(990005831), FOSTER ADOPTIVE FAMILY RESOURCE(13SPX0002), Garden of Dreams Community Preschool and Child Care(990004745), Community Action Agency of South Central Michigan(130000008), Community Unlimited(12SPX0003), KIDS TIME INC(13SPX0005), Woodlawn Preschool(990001061), YOUNG CHILD ASSOCIATES(130000017), Battle Creek Christian Daycare(990001246), Learning Zone Preschool and Childcare(990001035), FOUNDATION FOR BEHAVIORAL RESOURCE(390000013)

### **Special Education**

All special education teachers will provide lesson plans that include and address parent education and engagement, include followup activities, data collection on student performance and needs, and a system for providing feedback to students. The instructional plans will also provide "virtual" or "remote" mini-lessons of 15-30 minutes in all core academic areas including ELA, Math, Intervention/Life Skills, and Social Emotional learning. Activities will be designed to align and reinforce the learning targets of each mini-lesson. Students and families will also be encouraged to review and use the Parent Resource Page (found at this link: [Parent Resource Page through CISD- Remote Learning](#)). The expectations regarding remote learning will be shared with parents/guardians as needed according to their specific program.

Special Education staff will review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations that match services accordingly.

Teaching staff will administer appropriate assessments to monitor student progress and inform instruction.

In all phases, including Stages 4 and 5 CISD will Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19. Remote learning opportunities will be available to students during periods of self-quarantine. Additionally, Home Based services will be provided following the CISD Staff/Home Visiting Plan (found at the link [Calhoun Intermediate School District STAFF - Home Visiting In Person Reopening Plan](#)). Additional information can be found at the following link: [Calhoun County ISD Special Education Continuity of Learning Plan](#).

### **Career and Technical Education**

The Calhoun Area Career Center (CACC) will use a mixed method for delivery of instruction to the students using online learning platforms and hard copy instructional packets. For those students that have internet access, those programs which have in place an online platform, primarily those platforms will include Google Classroom and other Google Apps, Schoology, Moodle, Skyward, Illuminate, and Edgenuity. The Staff will also use Skyward and Google Classroom to monitor and assess student progress. Additionally, some programs will be using Skyward and the lessons loaded prior to the closure as the primary means of instruction and assessment of student progress. The CACC will coordinate with local districts for those students that have internet access, but don't have a device to ensure that devices are made available. Devices will be provided to students that do not have access to them at home or are not provided to them by their local district to the extent feasible. Students without internet access or devices will have access to instruction and instructional materials and be provided with instructional packets and materials. All students will need instructional materials, classroom supplies, textbooks and materials that will be made available to students and families that do not have them. Students will not be penalized for their inability to fully participate in provided families stay engaged with school personnel in developing personalized and realistic education plans for their students. The district will do everything it can to meet student and family needs and allow for full participation.

Instructional staff will be expected to make weekly contact with students and have two way communication. This may be done through the use of technology such as virtual meetings, email, texts (through Google Voice), or through weekly phone calls. For students with technology access teachers will also communicate multiple times each week through the instructional platform (as mentioned above), with an emphasis on continuing to build relationships and maintain connections. For students without access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections with students and families.

For students with access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform. Teachers will provide feedback to students on assignments through the platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected each week, as coordinated with the local district of residence. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. As a fall back, packets may be mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses, the student must follow the guidelines and requirements outlined by Kellogg Community College or other providers. We will ensure that

the students have the appropriate materials and support to complete these courses. For all students, grades will be issued to represent the work completed. It will be the determination of the local district of enrollment as to the disposition of that grade as reflected on the student's transcript (i.e. letter grade, percentage, or credit/no-credit).

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (DHHS, ISD supports etc.)

The Calhoun Area Career Center will work collaboratively with local districts to monitor and determine current mental health needs and provide parents/students with support. The Student Services Team will work with local schools to help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

**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 Calhoun Intermediate school District provides services to constituent districts in three buildings: the Gifford Schultz Educational Center, the Dorris Klaussen Developmental Center , and the Calhoun Area Career Center. The policies and procedures for each are outlined below:

- Masks will be required of all persons in the building. Plans are implemented to have a new mask daily for each student and two per day for staff.
- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all student orientations, and all staff orientations. (Aug. 1 - Aug. 30)



- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Aug. 1 - Aug. 30)
  - Special Education Programs:
    - Teachers will collaborate with parents to discuss facial coverings to create [individualized facial covering plan](#) Those that are medically able to wear facial coverings will wear them in the required areas. Those that their disability impacts their ability to wear a facial covering will have a plan created that includes direct instruction on wearing a facial covering and a plan to incorporate wearing a facial covering in intervals that are tolerated by the student. Those that are not medically able to wear a facial covering will not be required to wear one.
  - All students will receive lessons on the importance of wearing a facial covering by a CISD nurse and classroom staff.
- Students remain in their classroom and/or Lab areas with the same group of students and staff the majority of the day. Students grades 6-12 will wear a [face mask](#) in the classroom and when travelling to common areas (unless medically unable).
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 15)
- Face coverings will be ordered and provided to every student and staff member on a daily basis. (Delivery taken by Aug. 15)
- Students and staff wearing cloth masks are expected to wash after each daily use.
- Clear masks or clear masks with shields will be used by staff and students to accommodate deaf and hard of hearing, social emotional and speech and language needs.
- It will be imperative that clear face masks/shields are cleaned following CDC recommendations:
  1. Carefully wipe the inside, followed by the outside of the face mask/shield or safety glasses using a clean cloth saturated with neutral detergent solution or cleaner wipe.
  2. Carefully wipe the outside of the face mask/shield or safety glasses using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
  3. Wipe the outside of the face mask/shield with clean water or alcohol to remove
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. (Begins Aug. 15 and continues throughout the school year)
- Special Education Programs: Teachers will collaborate with parents to discuss facial coverings to create [individualized facial covering plan](#) Those that are medically able to wear facial coverings will wear them in the required areas. Those that their disability impacts their ability to wear a facial covering will have a plan created that includes direct instruction on wearing a facial covering and a plan to incorporate wearing a facial covering in intervals that are tolerated by the student. Those that are not medically able to
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption..



- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Visitors and Guests to Calhoun ISD school buildings (parents, presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school resource officer or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

## 2. Hygiene

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

### **Gifford/Schultz Education Center**

- Hand Sanitizer Dispensers are installed throughout the building and monitored for level and quantity.
- Frequent hand washing and hygiene protocols will be communicated and in place for building employees.

### **CISD Special Education Program Locations: Doris-Klaussen Developmental Center Classrooms, Early Childhood Special Education Classrooms, Adult Training Programs, Calhoun County Juvenile Home**

- Classrooms and common areas will be provided with approved supplies to support safe hygiene behaviors.
- Students and staff will be taught by a CISD nurse and/or classroom staff on the proper way to cough and sneeze in a tissue.
- Maintenance and/or a CISD Staff will ensure that all soap and hand sanitizers are refilled each day. If needed, staff can complete a maintenance ticket during the day to access more materials.
- Students and staff **MUST** have scheduled hand-washing breaks every 2-3 hours. These will be documented in the Classroom Checklist & Plan
- Classrooms will create a [CISD Safe School Plan: Classroom Checklist & Plan](#) and submit to their supervisor. This will ensure that the proper safety procedures:
  - meet student needs,
  - taught to students and staff that work within the classroom
  - information shared with parents
- Items to be included in plan are not limited to:
  - schedule for handwashing
  - procedure for sanitizing personal items
  - storage of items
  - procedure for disinfecting between groups of students
  - end of the day classroom cleaning

## Calhoun Area Career Center

Each classroom has its own stock of these materials. All common areas have hand sanitizer stations. This includes but is not limited to - foaming no-touch dispensers, lite-touch dispensers, and soap dispensers. Touchless sanitizing stations are present at the student and staff entrance. Ample refill supplies are available.

- Every classroom will be supplied with a fixed or portable handwashing station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
  - Hand-washing schedule
  - Room and materials cleaning schedule
- Teacher or school nurse will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
  - proper handwashing on the first day of school and reinforce weekly or more often if needed
  - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
  - Procure adequate soap, hand sanitizer, paper towels, tissues by August 1, November 20, February 20, and May 20
  - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
  - Monitor hygiene supplies and refill as needed three times daily
  - Procure hand sanitizing stations as deemed necessary during walk-through with building leader by August 1
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

### 3. Cleaning

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

## Gifford/Schultz Educational Service Center

- Frequently touched surfaces will be cleaned once daily at the end of the business day with materials that meet EPA approval/guidance.
- All personal office spaces will be cleaned by the individual employee and they will apply disinfectant to desk, keyboard, and phone at the end of the business day. Training and materials will be provided by the Facilities Supervisor.

- Common Areas, Conference Rooms, and Bathrooms will be cleaned, disinfected and wiped down at the end of each business day including light switches, door knobs, at entrances and interior rooms, chairs, tables, and other surfaces.

**CISD Special Education Program Locations: Doris-Klaussen Developmental Center Classrooms, Early Childhood Special Education Classrooms, Adult Training Programs, Calhoun County Juvenile Home**

- Frequently touched surfaces, outside of the classroom, will be cleaned by maintenance every 4 hours.
- Classroom staff will clean desks, countertops and other hands-on classroom areas at least every four of instruction and at the end of each day.
- If a common area is used, it must be cleaned after the classroom is done.
- Step by step instruction will be left in the area to ensure that staff comply with the cleaning requirements, using [Environmental Protection Agency \(EPA\) approved disinfectant](#).
- Playground structures will be disinfected each night by maintenance staff.
- Communal bathrooms will be disinfected throughout the day.

**Calhoun Area Career Center**

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 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.
- Cleaning stations will be identified around the building that hold materials for usage in different wings. I.e. Curriculum closet in third grade hallway, gym storage room, custodial closet in 5th grade hallway.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas at 7:00 a.m., 10:00 a.m. 1:00 p.m, 4:00 p.m and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students desks everytime students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- Playground equipment will be cleaned twice a week.

- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

#### 4. Athletics

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

The Calhoun Intermediate School District does not offer Athletics as part of its educational services.

#### 5. Screening

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

All visitors will have a verified reason to be in the building. Strict sign-in and out protocols are in place. Postings are up describing the parameters for vendors and visitors to consider before entering the building.

- We will work collaboratively with the Calhoun County Health Department in implementing and adjusting the Calhoun Intermediate School District's COVID response plan.
- The Calhoun Area Career Center will identify a remote and secluded room to serve as an isolation area. This room will be outfitted with appropriate PPE.
- The CACC building principal (or designee in the event of absence) will serve as the "quarantine officer". These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment's notice.
- From the time of identification of potential infection, the student or staff will be isolated and given appropriate PPE. The student or staff will be supervised until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self assessment prior to coming to work and verifying that they are safe to work. We will have a health screening questionnaire with a Q code that staff will complete prior to entering a building.

**CISD Special Education Program Locations: Doris-Klaussen Developmental Center Classrooms, Early Childhood Special Education Classrooms, Adult Training Programs, Calhoun County Juvenile Home**

- Parents will be [provided guidance](#) on symptoms of COVID-19.
- All students should be screened for signs of illness prior to arrival by parents to school each day.
- Teachers, bus drivers, staff should watch students closely for signs of illness including fever, cough, runny nose, congestion, loss of smell or taste, pain/diarrhea, vomiting/nausea, headache/dizziness.
- If a student's temperature is above 100.4 the student will remain at home. Also, based on reported symptoms in collaboration with the school nurse, a student may be directed to remain at home.
- If/when an individual exhibits symptoms during the school day staff will:
  - Ensure anyone with symptoms has a mask on, ideally a surgical mask – If they already have a cloth mask on, do not remove it
  - An individual will be separated from others ASAP. Each CISD Special Education Program location has a designated quarantine area. Individuals will exit the building out of designated doors. The Principal or principal designee will be the identified quarantine officer.

**6. Testing**

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

The Calhoun ISD will provide families with the local health department information regarding any testing locations and be in communication with the Calhoun County Health Department. These resources can be found at: [Calhoun County Public Health Department - COVID-19 Resources](#).

**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).

The Calhoun Intermediate School District depends on local districts and transportation vendors (e.g. Dean Transportation) to provide transportation services for its educational programs. The CISD will collaborate with local district transportation plans, and specific transportation provided during the school day by Dean Transportation. The Dean Transportation Plan can be found at the link:

[Dean Transportation MI Return to School Roadmap](#)

Note: This content subject to change pending further Executive Order requirements.

**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 Calhoun Intermediate School District will follow the Phase 4 Plan.

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*.

**CISD Special Education Program Locations: Doris-Klaussen Developmental Center Classrooms, Early Childhood Special Education Classrooms, Adult Training Programs, Calhoun County Juvenile Home**

- All staff will wear masks or face shields during the day except when in their office.
- Students are encouraged to bring a facial covering to school each day however the school will provide them if the student does not have one.
- Cohorts of students will be allowed to switch classrooms or do activities together as appropriate to support themselves with independence, social-emotional and academic skills. Facial coverings will be expected as students mix with other classrooms and groups of students or as they access common areas. Staff will continue to follow the [individualized facial covering plan](#) created and reviewed in collaboration with parent, administrator and teacher.
- Outside community agency staff visiting any CISD Program will be expected to wear a mask throughout the duration of their stay.

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. It is recommended to staff and families that homemade facial coverings should be washed daily. Disposable facial coverings should be disposed of at the end of each day.

Facial coverings will 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 should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required. a Homemade facial coverings should be washed daily. Disposable facing coverings should be disposed of at the end of each day.

The CISD 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).

Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer before a new group of students enter their room.

Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Every school will identify and designate a quarantine area and a staff person to care for children who become ill at school.

Students who become ill with symptoms of COVID-19 at school will 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. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home. This will be done in cooperation and coordination with the County Health Department.

Staff who develop fever or become ill with symptoms of COVID-19 at school will wear a mask and will need to leave work for off site testing.

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing. This will be done in cooperation and coordination with the County Health Department.

The CISD will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed. Note: The CISD will 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).

Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Students, teachers, and cafeteria staff wash hands before and after every meal. Cleaning staff will wear a surgical mask when performing cleaning of these areas along with gloves and face shield.

All gatherings, including those that occur outdoors (e.g., graduations) will comply with current and future executive orders that set caps on congregations of people.

All shared equipment will be disinfected before and after use.



Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning as outlined in the Phase 4 plan.

Common Areas, Labs, Classrooms, Conference Rooms in CISD buildings will be cleaned and sanitized per the Phase 4 Plan.

Playground structures will continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.

Transportation protocols will follow the Phase 4 Plan. The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus. If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.

The CISD will systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.

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 Calhoun ISD will not exclude recommended protocols with the exception of those related to Athletics.

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**.

The Calhoun ISD plans do not exclude the highly recommended protocols. There may be conditions and instances where students in CTE lab areas and special education classrooms, where it may not be possible to maintain 6 feet of distance between students to complete some of the required experiential, hands-on activities. In these cases we will insist on strict adherence to all other requirements around masking and other precautions such as “cohorting” to minimize the risk of spread as much as 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 12, 2020**

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

<https://docs.google.com/document/d/1fHqD148li4C2lQT7aaMx153v5ZH2KqBCK5183fuUfA4/edit?usp=sharing>

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

**August 17, 2020**

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

**Dr. Terance Lunger**

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

**August 14, 2020**

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

**August 17, 2020**