

Milan Area Schools

COVID-19

Preparedness and Response Plan

Executive Order 2020-142 District Preparedness Plan

Revised 5:00 PM
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Name of District: Milan Area Schools

Address of District: 100 Big Red Drive Milan MI 48160

District Code Number: 81100

Web Address of the District: milanareaschools.org

Name of Intermediate School District: Washtenaw Intermediate School District

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

Milan Area Schools agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ Milan Area Schools assures that when it provides in-person instruction to its students without disabilities, Milan Area Schools will also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ Milan Area Schools 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.
- ✓ Milan Area Schools 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.
- ✓ Milan Area Schools 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.
- ✓ Milan Area Schools 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.
- ✓ Milan Area Schools 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.
- ✓ Milan Area Schools 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.
- ✓ Milan Area Schools 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.
- ✓ Milan Area Schools 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.
- ✓ Milan Area Schools 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:

Phases 1-3 Safety Protocols

These are the protocols that Milan Area Schools will follow when the region in which Milan Area Schools is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.

Describe how Milan Area Schools 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 Milan Area Schools 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.

Milan Area Schools will primarily utilize a digital media delivery system. All students and instructional staff will have district-assigned devices distributed to them. The following steps have been or will be taken to address internet access issues:

- MAS has and will survey families as to their ability to access the electronic instruction. MAS has consulted with service providers for areas that have unreliable or no internet access.
- MAS has installed wi-fi hotspots on the outside of all school buildings so that students and families are able to access materials from the parking lot.
- MAS is investigating the provision of wi-fi hotspots to households or neighborhoods without reliable internet connectivity.

To monitor student needs for delivery, we will reach out to families via email, online platforms, or phone calls to ascertain their ability to access instruction. For those students who are unable to access the materials digitally (even with district technology support), we will distribute hard copies of materials using the process described below. We recognize a student’s ability to access materials may change throughout the crisis. We will continue to monitor connectivity issues through feedback processes in our instructional plan.

All materials necessary to engage with the instruction will be included in the weekly digital and hard copy distribution or they will be available on student devices without access to the internet. If a family does not have access to basic learning supplies (paper, pencil, crayons), the district will provide them.

Families and students will be provided with supportive resources for navigating the learning management systems (LMS) in each building, accessing and working with instructional materials, and for eliciting further support if necessary. These resources will be provided in multiple formats (online, paper copy, etc.).

Milan Area Schools will deliver content via both digitally and in hard copy format as necessary.

For digital media delivery

- Instructional materials will be delivered via LMS platforms that students and families are comfortable with using
 - Paddock Elementary will utilize SeeSaw
 - Symons Elementary School will utilize Google Classroom
 - Milan Middle School will utilize Google Classroom
 - Milan High School will utilize Schoology
- An outline of core instructional content and materials will be shared with students and families in one-week increments, provided at the beginning of each week.
- Materials will be provided through options that are downloadable, so that it is possible for families without reliable internet access, if they choose, to drive to one of the provided hotspots, access all of the materials for download to their device, and return home with materials for the week.
- For families who opt for digital delivery, submission of work would be done via these same platforms or email.

For hard-copy media delivery,

- Hard copies packets will be created from instructional materials uploaded by teachers weekly.
- Families will have a choice in how they receive packets
 - Packets will be available at food pick.
 - Home delivery will be made available for families who need this option and for families with whom we have been unable to contact.
- A process for students to return completed work will be established and will include both digital and hard copy options.

Instructional materials will provide flexibility in how and when students address outcomes. Weekly instructional materials will be distributed, allowing students and families flexibility in how and when they engage in the work. Instructional experiences will be designed to offer students opportunities for choice in activity, topic, and/or ways to show their learning to maximize opportunities for students to engage in ways that are most appropriate, interesting, and authentic for them.

Families will be provided assistance in supporting their children in multiple ways, including:

- Sample schedules and resources for talking to students & family about how they may organize instructional time.
- Supportive resources for navigating utilized platforms to access instructional materials provided in multiple formats.

- Supplemental ideas, recommendations, and resources for supporting social, emotional, physical and academic needs.
- Regular, consistent routines for distributing information and providing feedback via multiple platforms.
- Clear channels for eliciting support and providing feedback.

Throughout this process we will actively monitor who is accessing instructional materials via electronic logs, submissions, and staff check-ins. For students who are not accessing instructional materials, we will make every effort through as many channels as possible to make contact.

Protocol	District Implementation	Who is Responsible	Will Comply
<u>Personal Protective Equipment and Hygiene</u>			
<u>Required</u>			
Schools are closed for in-person instruction.	<p>MAS will be closed for in-person instruction.</p> <p>For any staff considered essential who are granted access to the buildings, protocols and PPE will be provided by MAS.</p> <p>MAS will provide the following: Health Screening-Check Procedures/contact tracing Records PPE Expectations and Guidelines Social Distancing Guidelines</p>	District Administration, Building Administration	Y
<u>Spacing and Movement</u>			
<u>Required</u>			
Schools are closed for in-person instruction.	<p>MAS will be closed for in-person instruction.</p> <p>For any staff considered essential who are granted access to the buildings, protocols and PPE will be provided by MAS.</p> <p>MAS will provide the following: Health Screening-Check Procedures/contact tracing Records PPE Expectations and Guidelines Social Distancing Guidelines</p>	District Administration, Building Administration	Y
School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.	<p>If MAS offers licensed child care services, the providers will follow all local health and CDC guidelines.</p> <p>MAS will provide the following for childcare providers:: Health Screening-Check Procedures/contact tracing Records PPE Expectations and Guidelines Social Distancing Guidelines</p>	District Administration, Director of Early Childhood	Y
School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school	MAS will allow school employees and contractors to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by	District Administration, Building	Y

administrators.	<p>school administrators. Teachers will be allowed access to their classrooms for the purposes of developing and delivering virtual content.</p> <p>For any staff considered essential who are granted access to the buildings, protocols and PPE will be provided by MAS.</p> <p>MAS will provide the following: Health Screening-Check Procedures/contact tracing Records PPE Expectations and Guidelines Social Distancing Guidelines</p>	Administration	
Screening Students			
<u>Required</u>			
Schools are closed for in-person instruction.	MAS will communicate with all stakeholders to clearly explain that no students will be allowed access to our buildings.	District Administration, Building Administration	Y
<u>Responding to Positive Tests Among Staff and Students</u>			
<u>Required</u>			
Schools are closed for in-person instruction.	<p>MAS will communicate with all stakeholders to clearly explain that no students will be allowed access to our buildings.</p> <p>For any staff considered essential who are granted access to the buildings, protocols and PPE will be provided by MAS.</p> <p>MAS will provide the following: Health Screening-Check Procedures/contact tracing Records PPE Expectations and Guidelines Social Distancing Guidelines</p> <p>Positive tests for any essential staff will be handled following all CDC and Washtenaw County Health Department guidelines.</p>	District Administration, Building Administration, District Nurse	Y
<u>Food Service, Gathering and Extracurricular Activities</u>			
<u>Required</u>			
Schools enact food distribution programs.	The district will provide food to eligible pupils (as allowed by state and federal waivers) using a process substantially similar to the description below:	District Administration, Director of Food Services, Director of Transportation, Food	Y

	<ul style="list-style-type: none"> Each week, the district will accept orders for food distribution for the following week. Orders will be placed using a Google survey or by calling a dedicated food distribution hotline. Each week, boxes of food will be packed by district employees. Each box will contain a weeks worth of breakfasts and lunches (altered in number for in person instructional days) Each week, food will be distributed. Food boxes will be picked up at Milan High School. Deliveries will also be available for those in need. Deliveries will be made using district owned school buses. 	Services Employees, Transportation Employees	
All inter-school activities are discontinued.	MAS will communicate with all stakeholders to clearly explain that all inter-school activities are discontinued.	District Administration, Building Administration, Athletic Director	Y
After-school activities are suspended.	MAS will communicate with all stakeholders to clearly explain that all after-school activities are discontinued.	District Administration, Building Administration, Director of Early Childhood	Y
<u>Athletics</u>			
<u>Required</u>			
All athletics are suspended.	MAS will communicate with all stakeholders to clearly explain that all athletics are discontinued.	District Administration, Building Administration, Athletic Director	Y
<u>Cleaning</u>			
<u>Required</u>			
Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.	<p>For any staff considered essential who are granted access to the buildings, protocols and PPE will be provided by MAS.</p> <p>MAS will provide the following: Health Screening-Check Procedures/contact tracing Records PPE Expectations and Guidelines Social Distancing Guidelines</p> <p>MAS will adjust cleaning practices in order to maintain school</p>	District Administration, Building Administration, Director of Buildings and Grounds, Custodial/Maintenance Department	Y

	buildings in a functional order. Tracking of spaces utilized by essential staff will be used to schedule necessary cleaning. All CDC guidelines will be followed by employees performing necessary cleaning.		
<u>Busing and Student Transportation</u>			
<u>Required</u>			
All busing operations are suspended.	MAS will communicate with all stakeholders to clearly explain that all all busing operations are discontinued.	District Administration, Director of Transportation	Y

Phase 4 Safety Protocols

These are the protocols that Milan Area Schools will follow when the region in which Milan Area Schools is located is in **Phase 4** of the Michigan Safe Start Plan.

Protocol	District Implementation	Who is Responsible	Will Comply
<u>Personal Protective Equipment</u>			
<u>Required</u>			
Staff: 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.	<p>MAS staff will wear facial coverings as required. MAS will provide a cloth mask/face covering to every staff member. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p> <p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>	District Administration, Building Administration, District Nurse, Staff	Y
Staff: PreK-5 and special education teachers should consider wearing clear masks.	Upon request, clear face coverings will be provided to preK-5 and special education teachers with the recommendation to wear the clear face covering during instruction. Any other teacher may also request a clear face covering if they so choose.	District Administration, Building Administration, Staff	Y

<p>Staff: Homemade facial coverings must be washed daily.</p>	<p>MAS will regularly remind staff that face coverings need to be washed daily. Disposable face coverings will be provided on an as needed basis.</p>	<p>District Administration, Building Administration, Staff</p>	<p>Y</p>
<p>Staff: Disposable facial coverings must be disposed of at the end of each day.</p>	<p>MAS will regularly remind staff that disposable facial coverings must be disposed of at the end of each day. Receptacles will be available for disposal of facial coverings.</p>	<p>District Administration, Building Administration, Staff</p>	<p>Y</p>
<p>Students and Staff: 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.</p>	<p>MAS staff and students will wear facial coverings as required. MAS will provide a cloth mask/face covering to every staff member and student. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p> <p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>	<p>District Administration, Building Administration, District Nurse, Director of Transportation, Staff</p>	<p>Y</p>
<p>Students: 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.</p>	<p>MAS students will wear facial coverings as required. MAS will provide a cloth mask/face covering to every staff member and students. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p> <p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>	<p>District Administration, Building Administration, District Nurse, Staff</p>	<p>Y</p>
<p>Students: Homemade facial coverings must be washed daily.</p>	<p>MAS will regularly remind students/families that face coverings need to be washed daily. Disposable face coverings will be provided on an as needed basis.</p>	<p>District Administration, Building Administration, Students/Families</p>	<p>Y</p>

<p>Students: Disposable facing coverings must be disposed of at the end of each day.</p> <p>*Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.</p>	<p>MAS will regularly remind students/families that disposable facial coverings must be disposed of at the end of each day. Receptacles will be available for disposal of facial coverings.</p>	<p>District Administration, Building Administration, Staff, Students/Families</p>	<p>Y</p>
<p>Students: 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 covering without assistance, must not wear one.</p>	<p>MAS 6-12 students will wear facial coverings as required. MAS will provide a cloth mask/face covering to every staff member and students. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p> <p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>	<p>District Administration, Building Administration, Staff, Students</p>	<p>Y</p>
<p>Students: All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.</p>	<p>MAS K-5 students will wear facial coverings while in the classroom. MAS will provide a cloth mask/face covering to every staff member and students. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p> <p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>	<p>District Administration, Building Administration, Staff, Students</p>	<p>Y</p>
<p><u>Strongly Recommended</u></p>			
<p>Students: Facial coverings should be considered for K-5 students and students with special needs in classrooms.</p>	<p>MAS K-5 students and students with special needs will wear facial coverings while in the classroom. MAS will provide a cloth mask/face covering to every staff member and students. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p>	<p>District Administration, Building Administration, Staff, Students/Families</p>	<p>Y</p>

	<p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>		
Students: Facial coverings should be considered for preK students and students with special needs in hallways and common areas.	<p>MAS preK students and students with special needs will wear facial coverings while in hallways and common areas. MAS will provide a cloth mask/face covering to every staff member and students. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p> <p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>	District Administration, Building Administration, Director of Early Childhood, Students/Families	Y
Students: Facial coverings are not recommended for use in classrooms by children ages 3 and 4.	<p>MAS will not require children ages 3 and 4 to wear facial coverings. Preschool students will utilize a facial covering in hallways and common areas.</p>	District Administration, Building Administrations, Director of Early Childhood, Staff	Y
Students: Facial coverings should never be used on children under age 2.	<p>MAS will not permit children younger than 2 to wear facial coverings.</p>	District Administration, Building Administrations, Staff	Y
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).	<p>MAS 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).</p>	District Administration, Building Administration,	Y

	<p>Additional hand sanitizing stations and products have been purchased. In addition, special cleaning products and devices have been purchased.</p> <p>Handwashing signage will be prominent throughout all school facilities.</p>	Director of Buildings and Grounds, Custodial/Maintenance Staff	
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.	<p>MAS will teach and reinforce proper handwashing techniques and the safe use of hand sanitizer. This will be completed during the first week of school and will be repeated throughout the school year.</p> <p>Handwashing signage will be prominent throughout all school facilities.</p>	District Administration, Building Administration, District Nurse, Staff	Y
<u>Strongly Recommended</u>			
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.	<p>MAS will teach and reinforce appropriate coughing and sneezing hygiene. This will be completed during the first week of school and will be repeated throughout the school year.</p> <p>Coughing and sneezing signage will be prominent throughout all school facilities.</p>	District Administration, Building Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff, Staff	Y
Systematically and frequently check and refill soap and hand sanitizers.	<p>MAS will monitor soap and hand sanitizer levels regularly.</p> <p>Reports of low supplies should be made to the main office. Reports of low supplies will be responded to immediately.</p> <p>Additional hand sanitizing stations and products have been purchased. In addition, special cleaning products and devices have been purchased.</p>	Director of Buildings and Grounds, Custodial/Maintenance Staff	Y
Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.	<p>MAS will provide hand sanitizer in every classroom for preK-12 students and teachers and will require frequent use (i.e. class changes, room changes, lunch, etc.). Students will be encouraged and reminded to wash their hands at least once every 2-3 hours.</p> <p>Additional hand sanitizing stations and products have been purchased. In addition, special cleaning products and devices have been purchased.</p> <p>Handwashing signage will be prominent throughout all school facilities.</p>	Building Administration, Staff, Students	N
Limit sharing of personal items and supplies such as writing utensils.	<p>MAS will limit the sharing of student supplies. When supplies must be shared, they will be cleaned and sanitized appropriately.</p> <p>Students will be encouraged to have their own supplies. A list of needed supplies will be generated as appropriate for each grade level and or specific middle school or high school course.</p>	Building Administration, Staff, Students	Y

Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.	Students will be encouraged to have their own labeled storage. PreK-2 students will have individual lockers 3-5 students will have shared lockers (½ per child) 6-12 students will have personal lockers/backpacks PreK-5 students will have individual desks for storage of personal items.	Buildings Administration, Staff, Students/Families	Y
Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.	MAS will limit the use of classroom materials to small groups and will disinfect any shared materials between use.	Custodial/Maintenance Staff, Staff	Y
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	Additional hand sanitizing stations and products have been purchased. In addition, special cleaning products and devices have been purchased. MAS will provide hand sanitizer in every classroom for preK-12 students and teachers and will require frequent use (i.e. class changes, room changes, lunch, etc.).	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff	Y
Spacing, Movement, and Access			
Strongly Recommended			
Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.	MAS will make every effort to maximize social distancing, both through minimizing student population in attendance and daily operating procedures. Due to square footage limitations, desks may not be six feet apart in classrooms. Extraneous furniture will be removed from classrooms to allow for maximum spacing of desks.	Building Administration, Staff	N
In classrooms where large tables are utilized, space students as far apart as feasible.	MAS will ensure students are spaced as far apart as feasible when using large tables.	Building Administration, Staff	Y
As feasible, arrange all desks facing the same direction toward the front of the classroom.	In classrooms with desks, all desks will face forward when feasible.	Building Administration, Staff	Y
Teachers should maintain six feet of spacing between themselves and students as much as possible.	MAS teachers will be encouraged to keep six feet between themselves and students when possible.	Building Administration, Staff	Y
Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.	MAS will not permit guests in buildings. This includes parents and caregivers at all times including drop-off and pick-up. The need for building access for extenuating circumstances will be determined on an individual basis. These guidelines will be included in stakeholder communications. Appropriate signage will be posted at building entrances.	Building Administration, Staff, Families	Y
Post signage to indicate proper social distancing.	MAS will ensure that social distancing signage will be prominent throughout all school facilities.	Building Administration, Director of Buildings and Grounds	Y

	Signage has been ordered and will be displayed at all entrances and other areas as deemed necessary.		
Floor tape or other markers should be used at six foot intervals where line formation is anticipated.	MAS will ensure that floor markers (tape) indicating six foot distancing will be placed in all areas where line formations are anticipated. Signage has been ordered and will be displayed at all areas where line formations are anticipated.	Building Administration, Director of Buildings and Grounds	Y
Provide social distancing floor/seating markings in waiting and reception areas.	MAS will ensure that floor and seating markings will be placed in all waiting and reception areas to maintain safe social distancing. Signage has been ordered and will be displayed at all waiting and reception areas to maintain safe social distancing.	Building Administration, Director of Buildings and Grounds	Y
Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	MAS will ensure that social distancing signage is prominent near restroom entrances. MAS will ensure that hand hygiene techniques signage will be posted in restrooms and at hand hygiene stations. Signage has been ordered and will be displayed appropriately.	Building Administration, Director of Buildings and Grounds	Y
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.	MAS will not permit guests in buildings. This includes parents and caregivers at all times including drop-off and pick-up. The need for building access for extenuating circumstances will be determined on an individual basis. When extenuating circumstances allow adults to enter the building, MAS will screen guests for symptoms and will require/provide a facial covering. MAS will also require and provide supplies for hand sanitizing. Strict records will be kept for every visitor.	Building Administration, Office Staff, Guests	Y
Recommended			
If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	All recommended protocols will be implemented when feasible. Windows will be open when feasible.		
As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.	All recommended protocols will be implemented when feasible. Cohort groups will be used when feasible.		
As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	All recommended protocols will be implemented when feasible. Specials will be brought into the classroom when feasible.		
If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community organizations to identify safe spaces where children can engage virtually, especially if family members work and children cannot be home alone.	All recommended protocols will be implemented when feasible. A hybrid model will be used to limit student attendance in classrooms. MAS has installed wi-fi hotspots on the outside of all school buildings so that students and families are able to access instructional materials from the parking lots.		

	MAS is investigating the provision of hotspots to households without reliable internet connectivity.		
Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.	All recommended protocols will be implemented when feasible. Staggered movements at incremental intervals will be used when feasible to minimize the number of persons in the hallways.		
Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	All recommended protocols will be implemented when feasible. Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.		
Where possible, physical education should be held outside and social distancing of six feet should be practiced.	All recommended protocols will be implemented when feasible. When possible, physical education will be held outside and social distancing of six feet will be practiced.		
Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.	All recommended protocols will be implemented when feasible. Flow of foot traffic will be directed in only one direction when feasible. When one-way flow is not feasible, hallways will be divided with either side following the same direction.		
Entrances and exits should be kept separate to keep traffic moving in a single direction.	All recommended protocols will be implemented when feasible. Entrances and exits will be kept separate (or will not be used simultaneously).		
<u>Screening Students and Staff</u>			
<u>Required</u>			
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	All Washtenaw County Health Department protocols will be implemented. <ul style="list-style-type: none"> A copy of our screening and exposure plan will be reviewed with the County Health Department. The status of any referrals from will be discussed with the County Health Department. The County Health Department will be contacted (after parents have been contacted) to assist in contact tracing and notification of vulnerable individuals. 	District Administration, Building Administration, District Nurse, County health Department	Y
<u>Strongly Recommended</u>			
Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.	MAS will ensure that each school has a designated quarantine area and a staff person to care for students who are ill. Each quarantine area will be outfitted with appropriate PPE.	District Administration, Building Administration, District Nurse	Y

<p>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.</p>	<p>Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities.</p> <p>MAS will ensure that ill students are placed in the designated quarantine area.</p> <p>Ill students will be provided with a disposable surgical mask to place over their required facial covering.</p> <p>Parents will be contacted in order to expedite the pick-up of the ill student. Specific directions for pick-up will be provided. Return to school requirements will also be explained.</p> <p>Staff will be provided with the necessary facial covering when caring for ill students.</p> <p>When feasible, the student will be asked contact tracing questions regarding the last 48 hours. Priority will be placed on those individuals that they were in contact with for a sustained 15 minute period.</p>	<p>District Administration, Building Administration, District Nurse, Quarantine Officer, Staff, Students, Families</p>	<p>Y</p>
<p>Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.</p>	<p>MAS will require symptomatic students sent home from school to remain at home until they have tested negative or have completely recovered according to CDC guidelines.</p> <p>All Washtenaw County Health Department guidelines will be followed and communicated to parents if a student becomes symptomatic. Parents will be instructed to contact the building main office to report any symptoms they notice at home.</p>	<p>District Administration, Building Administration, District Nurse, Office Staff, Students, Families</p>	<p>Y</p>
<p>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.</p>	<p>All school staff will be required to conduct daily self-examinations at home prior to coming to work. This will include taking their temperature.</p> <p>Staff members who exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, should stay home. Additional symptoms will be added to the required list when deemed appropriate by the County Health Department.</p> <p>Staff who are unable to work due to displaying COVID-19 systems will be required to report such to the school. The district nurse, a district administrator, or the human resource office will follow up with any symptomatic person to direct them how to proceed.</p> <p>Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will be handled according to state and federal employment requirements.</p> <p>These expectations will be included in staff communications.</p>	<p>District Administration, Building Administration, District Nurse, HR Office Staff, Staff</p>	<p>Y</p>

<u>Recommended</u>			
A monitoring form (paper or electronic) for screening employees should be developed.	<p>All recommended protocols will be implemented when feasible.</p> <p>In order to allow for proper self-examinations, a screening form will be provided to staff.</p>		
Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.	<p>All recommended protocols will be implemented when feasible.</p> <p>Families will be encouraged to check their student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.</p> <p>Families should report symptomatic students to the building main office immediately.</p> <p>These expectations will be included in stakeholder communications.</p>		
Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.	<p>All recommended protocols will be implemented when feasible.</p> <p>Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.</p> <p>Families should report symptomatic students to the building main office immediately.</p> <p>These expectations will be included in stakeholder communications.</p>		
<u>Testing Protocols for Students and Staff and Responding to Positive Cases</u>			
<u>Required</u>			
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	<p>All Washtenaw County Health Department protocols will be implemented.</p> <ul style="list-style-type: none"> • A copy of our screening and exposure plan will be reviewed with the County Health Department. The status of any referrals from will be discussed with the County Health Department. • The County Health Department will be contacted (after parents have been contacted) to assist in contact tracing and notification of vulnerable individuals. 	District Administration, Building Administration, District Nurse, County health Department	Y
<u>Strongly Recommended</u>			

<p>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.</p>	<p>Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities.</p> <p>MAS will ensure that ill students are placed in the designated quarantine area.</p> <p>Ill students will be provided with a disposable surgical mask.</p> <p>Parents will be contacted in order to expedite the pick-up of the ill student. Specific directions for pick-up will be provided. Return to school requirements will also be explained.</p> <p>Staff will be provided with the necessary face mask when caring for ill students.</p> <p>When feasible, the student will be asked contact tracing questions regarding the last 48 hours. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes period.</p>	<p>District Administration, Building Administration, District Nurse, Quarantine Officer, Staff, Students, Families</p>	<p>Y</p>
<p>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.</p>	<p>MAS will ensure that staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.</p> <p>Staff members will contact the Superintendent or designee prior to returning to work.</p>	<p>District Administration, Building Administration, District Nurse, Staff</p>	<p>Y</p>
<p>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.</p>	<p>MAS will require symptomatic students and staff sent home from school to remain at home until they have tested negative or have completely recovered according to CDC guidelines.</p> <p>All Washtenaw County Health Department guidelines will be followed and communicated to the staff member or the parents when a person becomes symptomatic. The staff member or the student’s parent will be instructed to contact the building’s main office to report any symptoms they notice at home.</p>	<p>District Administration, Building Administration, District Nurse, Staff, Students, Families</p>	<p>Y</p>
<p>Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.</p>	<p>FERPA (and for public health, HIPPA) are important for maintaining the privacy of ill students or teachers.</p> <p>With the support of the County Health Department, all individuals who have been in contact with a confirmed or probable COVID-19 case will be notified ASAP.</p> <p>All County Health Department protocols will be implemented.</p>	<p>District Administration, Building Administration, District Nurse, Office Staff</p>	<p>Y</p>

<p>In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.</p>	<p>FERPA (and for public health, HIPPA) are important for maintaining the privacy of ill students or teachers.</p> <p>With the support of the County Health Department, all individuals who have been in contact with a lab or clinically diagnosed case of COVID-19 will be notified ASAP. Close contacts will be prioritized.</p> <p>All County Health Department protocols will be implemented.</p> <p>Students and staff should be closely monitored for any symptoms of COVID-19. Only those that develop symptoms require testing for COVID-19.</p> <p>Contact with a person who is a contact to a case DO NOT need to be in quarantine.</p>	<p>District Administration, Building Administration, District Nurse, Office Staff, Students, Families, County Health Department</p>	<p>Y</p>
<p>Recommended</p>			
<p>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.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>Families will be encouraged to check their student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Additional symptoms will be added to the required list when deemed appropriate by the County Health Department.</p> <p>Families should report symptomatic students to the building main office immediately.</p>		
<p>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.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>Families should monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Additional symptoms will be added to the required list when deemed appropriate by the County Health Department.</p> <p>Families should report symptomatic students to the building's main office immediately.</p>		
<p>Responding to Positive Tests Among Staff and Students</p>			
<p>Required</p>			
<p>All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.</p>	<p>MAS has identified two main contacts to report and cooperate with the County Health Department. MAS will provide contact information for any close contacts of an affected individual through documentation and COVID-19 record-keeping.</p>	<p>District Administration, Building Administration, District Nurse, Office Staff</p>	<p>Y</p>

<u>Strongly Recommended</u>			
<p>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.</p>	<p>FERPA (and for public health, HIPPA) are important for maintaining the privacy of ill students or teachers.</p> <p>With the support of the County Health Department, all individuals who have been in contact with a lab or clinically diagnosed case of COVID-19 will be notified ASAP. Close contacts will be prioritized.</p> <p>All County Health Department protocols will be implemented.</p>	<p>District Administration, Building Administration, District Nurse, Office Staff, Students, Families, County Health Department</p>	<p>Y</p>
<p>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.</p> <p>Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).</p>	<p>MAS will keep records to assist the County Health Department with contact tracing. Class rosters, seating charts, sign in sheets for essential visitors, teacher/student schedules, and regular movement in common areas will be shared.</p> <p>MAS staff are required to take FERPA training annually using the SafeSchools product.</p>	<p>District Administration, Building Administration, District Nurse, Office Staff, Students, Families, County Health Department</p>	<p>Y</p>
<p>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.</p>	<p>MAS will require staff members with a confirmed case of COVID-19 to remain at home until they have tested negative or have completely recovered according to CDC guidelines (and are no longer infectious).</p> <p>All County Health Department guidelines will be followed and communicated to staff members.</p> <p>Staff who are unable to work will be required to report such to the school. The district nurse, a district administrator, or the human resource office will follow up with any person with a confirmed case to direct them how to proceed.</p> <p>Days off for COVID-19 confirmed cases will be handled according to state and federal employment requirements.</p>	<p>District Administration, Building Administration, District Nurse, Office Staff, County Health Department</p>	<p>Y</p>
<p>Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.</p>	<p>Custodial/maintenance staff will be provided with the necessary PPE to comply with this strongly recommended requirement.</p>	<p>District Administration, Building Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff</p>	<p>Y</p>

<p>If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.</p>	<p>When possible, MAS will close smaller areas, such as individual classrooms, for 24 hours before cleaning.</p>	<p>District Administration, Building Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff</p>	<p>Y</p>
<p>Food Service, Gathering, and Extracurricular Activities</p>			
<p><u>Required</u></p>			
<p>Prohibit indoor assemblies that bring together students from more than one classroom.</p>	<p>MAS will not conduct any indoor assemblies that include students from more than one classroom.</p>	<p>District Administration, Building Administration, Staff</p>	<p>Y</p>
<p><u>Recommended</u></p>			
<p>Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will use cafeterias, other large spaces, classrooms, and outdoor areas in order to maximize social distancing during lunch.</p> <p>Additional lunch periods may be added in order to maximize social distancing during lunch.</p> <p>The district will provide food to eligible pupils (as allowed by state and federal waivers) using a process substantially similar to the description below:</p> <ul style="list-style-type: none"> • Lunch will be available to students on the days they are in attendance. • Eligible students will receive meals to take home for the days conducted via distance learning. • Eligible students will receive a total of 5 breakfasts and 5 lunches each week. 		
<p>If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will use cafeterias, other large spaces, classrooms, and outdoor areas in order to maximize social distancing during lunch.</p> <p>Additional lunch periods may be added in order to maximize social distancing during lunch.</p>		
<p>Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.</p>	<p>All recommended protocols will be implemented when feasible.</p>		

	Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.		
Students, teachers, and food service staff should wash hands before and after every meal.	All recommended protocols will be implemented when feasible. Students, teachers, and food service staff will wash/sanitize hands before and after every meal.		
Students, teachers, and staff should wash hands before and after every event.	All recommended protocols will be implemented when feasible. Students, teachers, and staff will wash/sanitize hands before and after every event.		
Large scale assemblies of more than 50 students are suspended.	All recommended protocols will be implemented when feasible. No large scale assemblies of more than 50 students will be conducted.		
Off-site field trips that require bus transportation to an indoor location are suspended.	All recommended protocols will be implemented when feasible. No off-site field trips that require bus transportation to an indoor location will be conducted.		
Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.	All recommended protocols will be implemented when feasible. When feasible, recess will be conducted outside with appropriate social distancing and cohorting of students. If more than one class is outside and in close proximity to another class, students should wear facial coverings. Every effort will be made to separate classes when at recess.		
If possible, school-supplied meals should be delivered to classrooms with disposable utensils.	All recommended protocols will be implemented when feasible. If classrooms are used, meals will be delivered to classrooms with disposable utensils when feasible.		
If possible, schools should offer telecasting of assemblies and other school-sanctioned events.	All recommended protocols will be implemented when feasible. If/when assemblies and other school-sanctioned events are conducted, telecasting will be offered.		
Extracurricular activities may continue with the use of facial coverings.	All recommended protocols will be implemented when feasible. The determination on conducting extracurricular activities will be made on a case-by-case basis. If an extracurricular activity is allowed to occur, facial coverings will be 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).	MAS will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).	District Administration, Board of Education, Athletic	Y

	MAS reserves the right to enforce stricter guidelines than those provided by MHSAA and NFSS (including the cancellation of athletic practices and/or events).	Director, Athletic Trainer, Building Administration, Coaches, Students	
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.	MAS will ensure that students and staff use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to each practice or event. Specific athletic guidelines will be posted on the MAS athletic website.	District Administration, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students	Y
All equipment must be disinfected before and after use.	MAS will ensure that all equipment is disinfected before and after use.	District Administration, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students	Y
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.	MAS will ensure that facial coverings are worn if school transportation is provided to inter-school competitions. MAS will ensure that buses are cleaned and disinfected before and after every use. MAS reserves the right to enforce stricter guidelines than those provided by MHSAA and NFSS (including the cancellation of athletic practices and/or events).	District Administration, Transportation Director, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students, Transportation Staff	Y
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 be given to entry and exit points to prevent crowding.	If spectators are allowed, MAS will ensure that the use of facial coverings is required and that six feet of social distancing is maintained at all times. Attention will be given to entry and exit points to prevent crowding. MAS reserves the right to enforce stricter guidelines than those provided by MHSAA and NFSS (including the cancellation of athletic practices and/or events).	District Administration, Athletic Director, Building Administration, Coaches, Students, Spectators	Y
Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	MAS will ensure that each participant uses a clearly marked water bottle for individual use. Sharing of water bottles will not be allowed. Specific athletic guidelines will be posted on the MAS athletic website.	District Administration, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students	Y
Handshakes, fist bumps, and other unnecessary contact must not occur.	MAS will ensure that handshakes, fist bumps, and other unnecessary contact do not occur. Specific athletic guidelines will be posted on the MAS athletic website.	District Administration, Athletic Director, Athletic Trainer,	Y

		Building Administration, Coaches, Students	
Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.	<p>MAS will ensure that indoor weight rooms and physical conditioning activities that require shared equipment are not conducted.</p> <p>Outdoor physical conditioning activities will be allowed to occur with proper social distancing.</p> <p>MAS reserves the right to enforce stricter guidelines than those provided by MHSAA and NFSS (including the cancellation of athletic practices and/or events).</p>	District Administration, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students	Y
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.	<p>MAS will ensure that large scale indoor spectator events are not conducted.</p> <p>Large scale outdoor spectator or stadium events will be limited to 100 people.</p> <p>People who are not part of the same household will be required to maintain six feet of distance from one another.</p> <p>MAS reserves the right to enforce stricter guidelines than those provided by MHSAA and NFSS (including the cancellation of athletic practices and/or events).</p>	District Administration, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students, Spectators	Y
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.	<p>Custodial staff will clean frequently touched surfaces including light switches, doors, benches, bathrooms, at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p>	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff	Y
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.	<p>Custodial staff will clean libraries, computer labs, arts, and other hands-on classrooms after every class period with either an EPA-approved disinfectant or diluted bleach solution.</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p>	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff	Y
Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	<p>Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p>	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff	Y

		e Staff, Staff, Students	
Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.	If used, playground structures will continue to undergo normal routine cleaning.	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff	Y
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.	MAS will ensure the 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. Custodial/maintenance staff has and will receive training regarding the proper use and storage of cleaning products.	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff	Y
Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.	MAS staff will wear gloves, surgical masks, and face shields when performing all cleaning activities. Additional cleaning products and special EPA approved cleaning products and devices have been purchased.	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff, Staff	Y
<u>Busing and Student Transportation</u>			
<u>Required</u>			
Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.	MAS will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus. Hand sanitizing and facial covering signage will be prominent on each bus. The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in stakeholder communications, student orientations, and staff orientations. Professional development will be provided to all bus drivers related to the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route.	District Administration, Director of Transportation, Transportation Staff, Students	Y
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.	MAS transportation staff will wear facial coverings as required. MAS will provide a cloth mask/face covering to every staff member. Disposable face coverings will be provided on an as needed basis. The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.	District Administration, Director of Transportation, Transportation Staff, Students	Y

	<p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Decisions regarding the safety of a bus driver wearing a facial covering will be made on a case-by-case basis with the County Health Department.</p> <p>Noncompliance will be handled through regular disciplinary procedures.</p>		
Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.	<p>Transportation staff will clean and disinfect transportation vehicles before and after each route. Children will not be present when a vehicle is being cleaned.</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p>	District Administration, Director of Transportation, Transportation Staff, Students	Y
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.	<p>Transportation staff will clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes.</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p>	District Administration, Director of Transportation, Transportation Staff, Students	Y
Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.	<p>Transportation staff will clean, sanitize, and disinfect district owned equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p> <p>Privately owned equipment must be cleaned, sanitized, and disinfected by the family.</p>	District Administration, Director of Transportation, Transportation Staff, Students	Y
Create a plan for getting students home safely if they are not allowed to board the vehicle.	<p>Students who are not allowed to board a vehicle due to being ill will be transported by their parent/caregiver.</p> <p>All transportation safety guidelines will be followed.</p> <p>Parents will be contacted in order to expedite the pick-up of the ill student. Specific directions for pick-up will be provided. Return to school requirements will also be explained.</p>	District Administration, Director of Transportation, Transportation Staff, Students	Y
If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above.	<p>Students who become sick during the day will not be allowed to use group transportation to return home.</p> <p>Parents will be contacted in order to expedite the pick-up of the ill student. Specific directions for pick-up will be provided. Return to school requirements will also be explained.</p>	District Administration, Director of Transportation, Transportation Staff, Students	Y

If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.	Transportation staff who become sick during the day will be required to follow protocols for sick staff outlined above.	District Administration, Director of Transportation, Transportation Staff, Students	Y
Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	Weather permitting, transportation staff will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	District Administration, Director of Transportation, Transportation Staff, Students	Y
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.	Weather permitting and when feasible, transportation staff will keep windows open while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation. This will only be done when appropriate and safe.	District Administration, Director of Transportation, Transportation Staff, Students	Y
<u>Medically Vulnerable Students and Staff</u>			
<u>Strongly Recommended</u>			
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.	MAS will systematically review all current plans (in a timely fashion) in order to include accommodations for students with special healthcare needs. Care plans will be updated as needed to decrease the student's risk for exposure to COVID-19.	District Administration, Building Administration, Director of Student Services, Special Education Staff, District Nurse, Students, Families	Y
Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	Students/families who self-identify as high-risk for severe illness due to COVID-19 should contact their building principal, Special Education Case Manager, or the District Nurse. Mutually agreeable alternative arrangements will be identified and implemented. MAS will offer a full virtual option of instruction.	District Administration, Building Administration, Director of Student Services, Special Education Staff, District Nurse, Students, Families	Y
<u>Recommended</u>			
Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.	All recommended protocols will be implemented when feasible. MAS will offer a full virtual option of instruction. The option will include		

Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should have N95 masks.	All recommended protocols will be implemented when feasible. MAS staff caring for children and providing any medical care that include aerosol generating procedures will be provided with the proper PPE (if available for purchase). KN95 masks will be used if N95 masks are not available.		
Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.	All recommended protocols will be implemented when feasible. When possible, MAS will enable staff who are high-risk for severe illness to minimize face-to-face contact, maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.		

Phase 5 Safety Protocols

These are the protocols that Milan Area Schools will follow when the region in which Milan Area Schools is located is in **Phase 4** of the Michigan Safe Start Plan.

Protocol	District Implementation	Who is Responsible	Will Comply
Personal Protective Equipment			
<u>Strongly Recommended</u>			
Staff: 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.	MAS staff will wear facial coverings as required. MAS will provide a cloth mask/face covering to every staff member. Disposable face coverings will be provided on an as needed basis. The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations. Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus. Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.	District Administration, Building Administration, District Nurse, Staff	Y
Staff: PreK-5 and special education teachers should consider wearing clear masks.	Upon request, clear face coverings will be provided to preK-5 and special education teachers with the recommendation to wear the clear face covering during instruction. Any other teacher may also request a clear face covering if they so choose.	District Administration, Building Administration, Staff	Y

Staff: Homemade facial coverings should be washed daily.	MAS will regularly remind staff that face coverings need to be washed daily. Disposable face coverings will be provided on an as needed basis.	District Administration, Building Administration, Staff	Y
Staff: Disposable facial coverings should be disposed of at the end of each day.	MAS will regularly remind staff that disposable facial coverings must be disposed of at the end of each day. Receptacles will be available for disposal of facial coverings.	District Administration, Building Administration, Staff	Y
Students: Facial coverings should 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 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.	<p>MAS students will wear facial coverings as required. MAS will provide a cloth mask/face covering to every staff member and students. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p> <p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>	District Administration, Building Administration, District Nurse, Director of Transportation, Staff	Y
Students: Homemade facial coverings should be washed daily.	MAS will regularly remind students/families that face coverings need to be washed daily. Disposable face coverings will be provided on an as needed basis.	District Administration, Building Administration, Students/Families	Y
Students: Disposable facing coverings should be disposed of at the end of each day.	MAS will regularly remind students/families that disposable facial coverings must be disposed of at the end of each day. Receptacles will be available for disposal of facial coverings.	District Administration, Building Administration, Staff, Students/Families	Y
<u>Recommended</u>			
Students: Facial coverings should be considered for preK students and students with special needs in hallways and common areas.	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS preK students and students with special needs will wear facial coverings while in hallways and common areas. MAS will provide a cloth mask/face covering to every staff member and students. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p>		

	<p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>		
Students: Facial coverings are not recommended for use in classrooms by children ages 3 and 4.	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will not require children ages 3 and 4 to wear facial coverings. Preschool students will utilize a facial covering in hallways and common areas.</p>		
Students: Facial coverings should never be used on children under age 2.	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will not permit children younger than 2 to wear facial coverings.</p>		
Students: Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS K-5 students and students with special needs will wear facial coverings while in the classroom. MAS will provide a cloth mask/face covering to every staff member and students. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p> <p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>		
Students: Facial coverings should be worn in classrooms by grades 6-12 students. Any student who cannot 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.	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS 6-12 students will wear facial coverings as required. MAS will provide a cloth mask/face covering to every staff member and students. Disposable face coverings will be provided on an as needed basis.</p> <p>The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations.</p>		

	<p>Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus.</p> <p>Individuals who claim a medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.</p> <p>Noncompliance with facial covering requirements will be handled through regular disciplinary procedures.</p>		
Gloves are not required except for custodial staff or teachers cleaning their classrooms.	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS staff will wear gloves when performing cleaning activities.</p>		
Hygiene			
<u>Strongly Recommended</u>			
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).	<p>MAS 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).</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p> <p>Handwashing signage will be prominent throughout all school facilities.</p>		
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.	<p>MAS will teach and reinforce proper handwashing techniques and the safe use of hand sanitizer. This will be completed during the first week of school and will be repeated throughout the school year.</p> <p>Handwashing signage will be prominent throughout all school facilities.</p>		
Educate staff and students 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.	<p>MAS will teach and reinforce appropriate coughing and sneezing hygiene. This will be completed during the first week of school and will be repeated throughout the school year.</p> <p>Coughing and sneezing signage will be prominent throughout all school facilities.</p>		
Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.	<p>MAS will provide hand sanitizer in every classroom for preK-12 students and teachers and will require frequent use (i.e. class changes, room changes, lunch, etc.). Students will be encouraged and reminded to wash their hands at least once every 2-3 hours.</p> <p>Additional hand sanitizing stations and products have been purchased. In addition, special cleaning products and devices have been purchased.</p>		

	Handwashing signage will be prominent throughout all school facilities.		
Recommended			
Systematically and frequently check and refill soap and hand sanitizers.	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will monitor soap and hand sanitizer levels regularly.</p> <p>Reports of low supplies should be made to the main office. Reports of low supplies will be responded to immediately.</p> <p>Additional hand sanitizing stations and products have been purchased. In addition, special cleaning products and devices have been purchased.</p>		
Students and teachers should have scheduled handwashing with soap and water every 2-3 hours.	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will provide hand sanitizer in every classroom for preK-12 students and teachers and will require frequent use (i.e. class changes, room changes, lunch, etc.). Students will be encouraged and reminded to wash their hands at least once every 2-3 hours.</p> <p>Additional hand sanitizing stations and products have been purchased. In addition, special cleaning products and devices have been purchased.</p> <p>Handwashing signage will be prominent throughout all school facilities.</p>		
Limit sharing of personal items and supplies such as writing utensils.	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will limit the sharing of student supplies. When supplies must be shared, they will be cleaned and sanitized appropriately.</p> <p>Students will be encouraged to have their own supplies. A list of needed supplies will be generated as appropriate for each grade level and or specific middle school or high school course.</p>		
Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.	<p>All recommended protocols will be implemented when feasible.</p> <p>Students will be encouraged to have their own labeled storage.</p> <p>PreK-2 students will have individual lockers 3-5 students will have shared lockers 6-12 students will have personal lockers/backpacks</p> <p>PreK-5 students will have individual desks for storage of personal items.</p>		
Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.	All recommended protocols will be implemented when feasible.		

	MAS will limit the use of classroom materials to small groups and will disinfect any shared materials between use.		
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	All recommended protocols will be implemented when feasible. MAS will provide additional hand sanitizing stations throughout each facility.		
<u>Spacing, Movement, and Access</u>			
<u>Recommended</u>			
Spacing is six feet between desks to the extent that it is feasible.	All recommended protocols will be implemented when feasible. MAS will make every effort to maximize social distancing, both through minimizing student population in attendance and daily operating procedures. Due to square footage limitations, desks may not be six feet apart in classrooms. Extraneous furniture will be removed from classrooms to allow for maximum spacing of desks.		
Class sizes should be kept to the level afforded by necessary spacing decisions.	All recommended protocols will be implemented when feasible. MAS will make every effort to maximize social distancing, both through minimizing student population in attendance and daily operating procedures. Due to square footage limitations, desks may not be six feet apart in classrooms. Extraneous furniture will be removed from classrooms to allow for maximum spacing of desks.		
In classrooms where tables are utilized, space students as far apart as feasible.	All recommended protocols will be implemented when feasible. MAS will ensure students are spaced as far apart as feasible when using large tables.		
Arrange all desks facing the same direction toward the front of the classroom.	All recommended protocols will be implemented when feasible. In classrooms with desks, all desks will face forward when feasible.		
Teachers should try to maintain six feet of spacing between themselves and students as much as possible.	All recommended protocols will be implemented when feasible. MAS teachers will be encouraged to keep six feet between themselves and students when possible.		
Post signage to indicate proper social distancing.	All recommended protocols will be implemented when feasible. MAS will ensure that social distancing signage will be prominent throughout all school facilities.		
Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.	All recommended protocols will be implemented when feasible. MAS will ensure that floor markers (tape) indicating six foot distancing will be placed in all areas where line formations are anticipated.		

	Signage has been ordered and will be displayed at all areas where line formations are anticipated.		
Provide social distancing floor/seating markings in waiting and reception areas.	All recommended protocols will be implemented when feasible. MAS will ensure that floor and seating markings will be placed in all waiting and reception areas to maintain safe social distancing. Signage has been ordered and will be displayed at all waiting and reception areas to maintain safe social distancing.		
Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	All recommended protocols will be implemented when feasible. MAS will ensure that social distancing signage is prominent near restroom entrances. MAS will ensure that hand hygiene techniques signage will be posted in restrooms and at hand hygiene stations.		
Post signs on the doors of restrooms to indicate proper social distancing.	All recommended protocols will be implemented when feasible. MAS will ensure that social distancing signage will be posted in restrooms and at hand hygiene stations.		
If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	All recommended protocols will be implemented when feasible. Windows will be open when feasible.		
As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.	All recommended protocols will be implemented when feasible. Cohort groups will be used when feasible.		
As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	All recommended protocols will be implemented when feasible. Specials will be brought into the classroom when feasible.		
Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.	All recommended protocols will be implemented when feasible. Flow of foot traffic will be directed in only one direction when feasible. When one-way flow is not feasible, hallways will be divided with either side following the same direction.		
Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.	All recommended protocols will be implemented when feasible. Staggered movements at incremental intervals will be used when feasible to minimize the number of persons in the hallways.		
Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	All recommended protocols will be implemented when feasible. Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.		

Screening Students, Staff, and Guests			
Strongly Recommended			
Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.	MAS will ensure that each school has a designated quarantine area and a staff person to care for students who are ill. Each quarantine area will be outfitted with appropriate PPE.	District Administration, Building Administration, District Nurse	Y
Students who become ill with symptoms of COVID-19 at school 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.	<p>Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities.</p> <p>MAS will ensure that ill students are placed in the designated quarantine area.</p> <p>Ill students will be provided with a disposable surgical mask to place over their required facial covering.</p> <p>Parents will be contacted in order to expedite the pick-up of the ill student. Specific directions for pick-up will be provided. Return to school requirements will also be explained.</p> <p>Staff will be provided with the necessary facial covering when caring for ill students.</p> <p>When feasible, the student will be asked contact tracing questions regarding the last 48 hours. Priority will be placed on those individuals that they were in contact with for a sustained 15 minute period.</p>	District Administration, Building Administration, District Nurse, Quarantine Officer, Staff, Students, Families	Y
Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.	<p>MAS will require symptomatic students and staff sent home from school to remain at home until they have tested negative or have completely recovered according to CDC guidelines.</p> <p>All Washtenaw County Health Department guidelines will be followed and communicated to the staff member or the parents when a person becomes symptomatic. The staff member or the student’s parent will be instructed to contact the building’s main office to report any symptoms they notice at home.</p>	District Administration, Building Administration, District Nurse, Office Staff, Students, Families	Y
Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.	<p>MAS will require symptomatic students and staff sent home from school to remain at home until they have tested negative or have completely recovered according to CDC guidelines.</p> <p>All Washtenaw County Health Department guidelines will be followed and communicated to the staff member or the parents when a person becomes symptomatic. The staff member or the student’s parent will be instructed to contact the building’s main office to report any symptoms they notice at home.</p>	Building Administration, Office Staff, Guests	Y

<u>Recommended</u>			
<p>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.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>All school staff will be required to conduct daily self-examinations at home prior to coming to work. This will include taking their temperature.</p> <p>Staff members who exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, should stay home. Additional symptoms will be added to the required list when deemed appropriate by the County Health Department.</p> <p>Staff who are unable to work due to displaying COVID-19 symptoms will be required to report such to the school. The district nurse, a district administrator, or the human resource office will follow up with any symptomatic person to direct them how to proceed.</p> <p>Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will be handled according to state and federal employment requirements.</p> <p>These expectations will be included in staff communications.</p>		
<p>Any parents or guardians entering the building should wash or sanitize hands prior to entry.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>Parents or guardians entering the building for extenuating circumstances will be required to sanitize hands prior to entry.</p>		
<p>Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will not permit guests in buildings. This includes parents and caregivers at all times including drop-off and pick-up. The need for building access for extenuating circumstances will be determined on an individual basis.</p> <p>These guidelines will be included in stakeholder communications.</p> <p>Appropriate signage will be posted at building entrances.</p>		
<p>Parents or guardians are encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>Families will be encouraged to check their student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.</p> <p>Families should report symptomatic students to the building main office immediately.</p>		

	These expectations will be included in stakeholder communications.		
Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.	<p>All recommended protocols will be implemented when feasible.</p> <p>Families will be encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.</p> <p>Families should report symptomatic students to the building main office immediately.</p> <p>These expectations will be included in stakeholder communications.</p>		
Entrances and exits should be kept separate to keep traffic moving in a single direction.	<p>All recommended protocols will be implemented when feasible.</p> <p>Entrances and exits will be kept separate (or will not be used simultaneously).</p>		
<u>Testing Protocols for Students and Staff and Responding to Positive Cases</u>			
<u>Strongly Recommended</u>			
Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.	<p>Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities.</p> <p>MAS will ensure that ill students are placed in the designated quarantine area.</p> <p>Ill students will be provided with a disposable surgical mask to place over their required facial covering.</p> <p>Parents will be contacted in order to expedite the pick-up of the ill student. Specific directions for pick-up will be provided. Return to school requirements will also be explained.</p> <p>Staff will be provided with the necessary facial covering when caring for ill students.</p> <p>When feasible, the student will be asked contact tracing questions regarding the last 48 hours. Priority will be placed on those individuals that they were in contact with for a sustained 15 minute period.</p>	District Administration, Building Administration, District Nurse, Quarantine Officer, Staff, Students, Families	Y
Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.	MAS will ensure that staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and be transported for off-site testing.	District Administration, Building	Y

	Staff members will contact the Superintendent or designee prior to returning to work.	Administration, District Nurse, Staff	
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.	<p>FERPA (and for public health, HIPPA) are important for maintaining the privacy of ill students or teachers.</p> <p>With the support of the County Health Department, all individuals who have been in contact with a confirmed or probable COVID-19 case will be notified ASAP.</p> <p>All County Health Department protocols will be implemented.</p>	District Administration, Building Administration, District Nurse, Office Staff	Y
Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.	<p>MAS will require symptomatic students and staff sent home from school to remain at home until they have tested negative or have completely recovered according to CDC guidelines.</p> <p>All Washtenaw County Health Department guidelines will be followed and communicated to the staff member or the parents when a person becomes symptomatic. The staff member or the student's parent will be instructed to contact the building's main office to report any symptoms they notice at home.</p>	District Administration, Building Administration, District Nurse, Staff, Students, Families	Y
In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should 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.	<p>FERPA (and for public health, HIPPA) are important for maintaining the privacy of ill students or teachers.</p> <p>With the support of the County Health Department, all individuals who have been in contact with a lab or clinically diagnosed case of COVID-19 will be notified ASAP. Close contacts will be prioritized.</p> <p>All County Health Department protocols will be implemented.</p> <p>Students and staff should be closely monitored for any symptoms of COVID-19. Only those that develop symptoms require testing for COVID-19.</p> <p>Contact with a person who is a contact to a case DO NOT need to be in quarantine.</p>	District Administration, Building Administration, District Nurse, Office Staff, Students, Families, County Health Department	Y
Recommended			
Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.	<p>All recommended protocols will be implemented when feasible.</p> <p>Families will be encouraged to check their student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. Additional symptoms will be added to the required list when deemed appropriate by the County Health Department.</p>		

	Families should report symptomatic students to the building main office immediately.		
Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.	All recommended protocols will be implemented when feasible. Families should monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Additional symptoms will be added to the required list when deemed appropriate by the County Health Department. Families should report symptomatic students to the building's main office immediately.		
Responding to Positive Tests Among Staff and Student			
Strongly Recommended			
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.	FERPA (and for public health, HIPPA) are important for maintaining the privacy of ill students or teachers. With the support of the County Health Department, all individuals who have been in contact with a lab or clinically diagnosed case of COVID-19 will be notified ASAP. Close contacts will be prioritized. All County Health Department protocols will be implemented.	District Administration, Building Administration, District Nurse, Office Staff, Students, Families, County Health Department	Y
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: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).	MAS will keep records to assist the County Health Department with contact tracing. Class rosters, seating charts, sign in sheets for essential visitors, teacher/student schedules, and regular movement in common areas will be shared. MAS staff are required to take FERPA training annually using the SafeSchools product.	District Administration, Building Administration, District Nurse, Office Staff, Students, Families, County Health Department	Y
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.	MAS will require staff members with a confirmed case of COVID-19 to remain at home until they have tested negative or have completely recovered according to CDC guidelines (and are no longer infectious). All County Health Department guidelines will be followed and communicated to staff members. Staff who are unable to work will be required to report such to the	District Administration, Building Administration, District Nurse, Office Staff, Staff, County Health Department	Y

	<p>school. The district nurse, a district administrator, or the human resource office will follow up with any person with a confirmed case to direct them how to proceed.</p> <p>Days off for COVID-19 confirmed cases will be handled according to state and federal employment requirements.</p>		
Recommended			
If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	<p>All recommended protocols will be implemented when feasible.</p> <p>When possible, MAS will close smaller areas, such as individual classrooms, for 24 hours before cleaning.</p>		
Cleaning staff should wear a surgical mask when performing cleaning of these areas along with gloves and face shield.	<p>All recommended protocols will be implemented when feasible.</p> <p>Custodial/maintenance staff will be provided with the necessary PPE to comply with this strongly recommended requirement.</p>		
Food Service, Gatherin, and Extracurricular Activities			
Strongly Recommended			
Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	<p>MAS will require serving and cafeteria staff to use barrier protection including gloves, face shields, and surgical masks.</p> <p>MAS will provide the required PPE.</p>	District Administration, Food Service Director, Food Service Staff	Y
Students, teachers, and cafeteria staff wash hands before and after every meal.	Students, teachers, and food service staff will wash/sanitize hands before and after every meal.	District Administration, Building Administration, Food Service Director, Food Service Staff, Staff, Students	Y
All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.	MAS will ensure that all gatherings, including those that occur outdoors will comply with current and future executive orders that set caps on congregations of people.	District Administration, Building Administration, Athletic Director, Staff, Students	Y
If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.	MAS will ensure that all field trips comply with transportation guidelines within this document, including mandatory facial covering.	District Administration, Director of Transportation, Transportation Staff, Students	Y
Recommended			

<p>If possible, classrooms should be used for eating in place, taking into consideration food allergies.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will use cafeterias, other large rooms, classrooms, and outdoor areas in order to maximize social distancing during lunch.</p>		
<p>If cafeterias need to be used, meal times should be staggered to create seating arrangements with six feet of distance between students.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will use cafeterias, other large rooms, classrooms, and outdoor areas in order to maximize social distancing during lunch.</p> <p>Additional lunch periods may be added in order to maximize social distancing during lunch.</p>		
<p>If possible, school-supplied meals should be delivered to classrooms with disposable utensils.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>MAS will use cafeterias, other large rooms, classrooms, and outdoor areas in order to maximize social distancing during lunch.</p> <p>Additional lunch periods may be added in order to maximize social distancing during lunch.</p> <p>If classrooms are used, meals will be delivered to classrooms with disposable utensils.</p>		
<p>Schools should offer telecasting of assemblies and other school-sanctioned events if able.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>If/when assemblies and other school-sanctioned events are conducted, telecasting will be offered.</p>		
<p>Students and teachers should wash hands before and after every event.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>Students, teachers, and staff will wash/sanitize hands before and after every event.</p>		
<p>After-school programs may continue with the use of facial coverings.</p>	<p>All recommended protocols will be implemented when feasible.</p> <p>The determination on conducting extracurricular activities will be made on a case-by-case basis. If an extracurricular activity is allowed to occur, facial coverings will be required.</p>		
<p>Athletics</p>			
<p><u>Strongly Recommended</u></p>			
<p>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.</p>	<p>MAS will ensure that indoor spectators will be limited to 50 people.</p> <p>MAS will ensure that large scale outdoor spectator or stadium events are limited to 250 people</p> <p>MAS will ensure that six feet of social distancing is maintained at all times for spectators not part of the same household.</p>	<p>District Administration, Athletic Director, Athletic Trainer, Building Administration,</p>	<p>Y</p>

	MAS reserves the right to enforce stricter guidelines than those provided by MHSAA and NFSS (including the cancellation of athletic practices and/or events).	Coaches, Students, Spectators	
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.	MAS will ensure that students and staff use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to each practice or event. Specific athletic guidelines will be posted on the MAS athletic website.	District Administration, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students	Y
All equipment must be disinfected before and after use.	MAS will ensure that all equipment is disinfected before and after use.	District Administration, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students	Y
Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.	Transportation staff will clean and disinfect transportation vehicles before and after each use. Children will not be present when a vehicle is being cleaned.	District Administration, Director of Transportation, Transportation Staff, Students	Y
Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	MAS will ensure that each participant uses a clearly marked water bottle for individual use. Sharing of water bottles will not be allowed. Specific athletic guidelines will be posted on the MAS athletic website.	District Administration, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students	Y
Recommended			
Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.	All recommended protocols will be implemented when feasible. MAS will ensure that social distancing of six feet between participants is maintained when indoor weight rooms and physical conditioning activities are conducted. MAS will ensure that sharing equipment is not allowed. MAS reserves the right to enforce stricter guidelines than those provided by MHSAA and NFSS (including the cancellation of athletic practices and/or events).		
Handshakes, fist bumps, and other unnecessary contact should not occur.	All recommended protocols will be implemented when feasible.		

	<p>MAS will ensure that handshakes, fist bumps, and other unnecessary contact do not occur.</p> <p>Specific athletic guidelines will be posted on the MAs athletic website.</p>		
Cleaning			
Strongly Recommended			
Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.	<p>Custodial staff will clean frequently touched surfaces including light switches, doors, benches, bathrooms, at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p>	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff	Y
Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.	<p>Custodial staff will clean libraries, computer labs, arts, and other hands-on classrooms after every class period with either an EPA-approved disinfectant or diluted bleach solution.</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p>	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff	Y
Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	<p>Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.</p> <p>Additional cleaning products and special EPA approved cleaning products and devices have been purchased.</p>	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff, Staff, Students	Y
Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.	If used, playground structures will continue to undergo normal routine cleaning.	District Administration, Director of Buildings and Grounds, Custodial/Maintenance Staff	Y
Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.	MAS will ensure that all equipment is cleaned appropriately before and after each use.	District Administration, Athletic Director, Athletic Trainer, Building Administration, Coaches, Students	Y
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 such products.	MAS will ensure the 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.	District Administration, Director of Buildings and Grounds,	Y

	Custodial/maintenance staff has and will receive training regarding the proper use and storage of cleaning products.	Custodial/Maintenance Staff	
<u>Recommended</u>			
Staff should wear gloves, surgical masks, and face shields when performing all cleaning activities.	All recommended protocols will be implemented when feasible. MAS staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.		
<u>Busing and Student Transportation</u>			
<u>Strongly Recommended</u>			
Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.	MAS will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus. Hand sanitizing and facial covering signage will be prominent on each bus. The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in stakeholder communications, student orientations, and staff orientations. Professional development will be provided to all bus drivers related to the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route.	District Administration, Director of Transportation, Transportation Staff, Students	Y
The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.	MAS transportation staff will wear facial coverings as required. MAS will provide a cloth mask/face covering to every staff member. Disposable face coverings will be provided on an as needed basis. The expectations for the wearing of face coverings will be included in stakeholder communications and staff orientations. Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus. Decisions regarding the safety of a bus driver wearing a facial covering will be made on a case-by-case basis with the County Health Department. Noncompliance will be handled through regular disciplinary procedures.	District Administration, Director of Transportation, Transportation Staff, Students	Y
Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.	Transportation staff will clean and disinfect transportation vehicles before and after each route. Children will not be present when a vehicle is being cleaned.	District Administration, Director of	Y

	Additional cleaning products and special EPA approved cleaning products and devices have been purchased.	Transportation, Transportation Staff, Students	
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.	Transportation staff will clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes. Additional cleaning products and special EPA approved cleaning products and devices have been purchased.	District Administration, Director of Transportation, Transportation Staff, Students	Y
Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.	Transportation staff will clean, sanitize, and disinfect district owned equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily. Additional cleaning products and special EPA approved cleaning products and devices have been purchased. Privately owned equipment must be cleaned, sanitized, and disinfected by the family.	District Administration, Director of Transportation, Transportation Staff, Students	Y
Create a plan for getting students home safely if they are not allowed to board the vehicle.	Students who are not allowed to board a vehicle due to being ill will be transported by their parent/caregiver. All transportation safety guidelines will be followed. Parents will be contacted in order to expedite the pick-up of the ill student. Specific directions for pick-up will be provided. Return to school requirements will also be explained.	District Administration, Director of Transportation, Transportation Staff, Students	Y
If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.	Students who become sick during the day will not be allowed to use group transportation to return home. Parents will be contacted in order to expedite the pick-up of the ill student. Specific directions for pick-up will be provided. Return to school requirements will also be explained.	District Administration, Director of Transportation, Transportation Staff, Students	Y
If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.	Transportation staff who become sick during the day will be required to follow protocols for sick staff outlined above.	District Administration, Director of Transportation, Transportation Staff, Students	Y
Recommended			
Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	All recommended protocols will be implemented when feasible. Weather permitting, transportation staff will 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.	All recommended protocols will be implemented when feasible. Weather permitting and when feasible, transportation staff will keep windows open while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation, This will only be done when appropriate and safe.		
Medically Vulnerable Students and Staff			
<u>Strongly Recommended</u>			
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.	MAS will systematically review all current plans (in a timely fashion) in order to include accommodations for students with special healthcare needs. Care plans will be updated as needed to decrease the student's risk for exposure to COVID-19.	District Administration, Building Administration, Director of Student Services, Special Education Staff, District Nurse, Students, Families	Y
Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	Students/families who self-identify as high-risk for severe illness due to COVID-19 should contact their building principal, Special Education Case Manager, or the District Nurse. Mutually agreeable alternative arrangements will be identified and implemented. MAS will offer a full virtual option of instruction.	District Administration, Building Administration, Director of Student Services, Special Education Staff, District Nurse, Students, Families	Y
<u>Recommended</u>			
Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should wear an N95 mask at the time of delivery.	All recommended protocols will be implemented when feasible. MAS staff caring for children and providing any medical care that include aerosol generating procedures will be provided with the proper PPE (if available for purchase). KN95 masks will be used if N95 masks are not available.		
Enable staff who self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.	All recommended protocols will be implemented when feasible. When possible, MAS will enable staff who are high-risk for severe illness to minimize face-to-face contact, maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.		



Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the Milan Area Schools Board of Education: 8/5/2020

Link to the Board Meeting Minutes

<https://www.milanareaschools.org/cms/lib/MI02208047/Centricity/Domain/50/8-5-20%20Minutes.pdf>

Link to the approved Plan posted on the Milan Area Schools website

<https://www.milanareaschools.org/cms/lib/MI02208047/Centricity/Domain/4/Board%20Approved%20Preparedness%20and%20Response%20Plan.pdf>

The Preparedness Plan will be collected by the Washtenaw Intermediate School District 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 Milan Area School's public website home page no later than August 17, 2020.

Name of District Submitting Plan: Milan Area Schools

Date Received by the ISD: 8/11/2020

Date Submitted to State Superintendent and State Treasurer: 8/14/2020