

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM  
07/10/20

**Name of District:** Oneida Township, School District #3

**Address of District:** 8981 Oneida Road, Grand Ledge, MI 48837

**District Code Number:** 23490

**Web Address of the District:** <http://strangeschool.weebly.com/>

**Name of Intermediate School District:** Easton RESA

**Name of Authorizing Body (if applicable):** N/A

## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.



# Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan ("Preparedness Plan") that is informed by [Michigan's 2020-21 Return to School Roadmap](#) ("Return to School Roadmap") from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student's parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

We will continue to follow the plan as outlined in our Continuity of Learning and COVID-19 Response Plan that was submitted in April, see attached. It provides equitable access to the curriculum for all students. In addition, students will be given the opportunity to video conference with their teachers 2-4 times a week via Zoom or GoogleMeet. Students will utilize their school provided ChromeBook to access the video conferences.

- B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:
1. **Face coverings** (p. 22)
    - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
      - i) All staff and all students in grades preK-12 when on a school bus.
      - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
      - iii) All staff when in classrooms.
      - iv) All students in grades 6 and up when in classrooms.
      - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

- i) N/A Strange School does not provide any bus services
- ii) N/A Strage School does not have any hallways or common areas.
- iii) All staff will wear facial coverings while in the classroom.
- iv) Strange School is a one room school with students in grades K-6 and an enrollment of approximately 24 students. We currently have one sixth grade student enrolled and would ask for a waiver of the facial covering requirement for this student so the same requirements apply to all.
- v) N/A Strange School has a total enrollment of approximately 24 students in one classroom.

## 2. Hygiene

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

- Strange School will continue to have an adequate supply of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques for all staff and students.
- Teachers will teach, model and reinforce proper handwashing with soap and water for at least 20 seconds as well as safe use of hand sanitizer that contains at least 60% alcohol.
- Teachers will teach, model, and reinforce proper coughing and sneezing etiquette, i.e. cough or 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.

## 3. Cleaning

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

- Frequently touched surfaces including light switches, doors, student desks and chairs, and bathrooms will undergo cleaning at least every four hours (during lunch break and after school) with either an EPA-approved disinfectant or diluted bleach solution. Students will not be present during the cleaning process.
- Cleaning products will be stored in a cabinet out of student reach. Adequate ventilation will be provided during the cleaning process.
- Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.

## 4. Athletics

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

N/A Strange School does not have an athletics program.

## 5. Screening

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

Strange School will follow local public health department guidelines regarding screening. Staff and visitors will be screened daily. Parents will be counseled to screen their children before school each day using the Barry/Eaton County Health Department guidelines.

## 6. Testing

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

Strange School will follow local public health department guidelines for responding to positive test results including providing contact information for close contacts.



## 7. Busing and Student Transportation

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

N/A Strange School does not provide busing or student transportation.

### C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

- All applicable Personal Protective Equipment "Strongly Recommended" protocols will be followed.
- All Hygiene "Strongly Recommended" protocols will be followed.
- All Screening Students, Staff, and Guests "Strongly Recommended" protocols will be followed except for identifying and designating a quarantine area. Students who become ill at school will be separated from the group as much as possible and given a surgical mask until parents can pick them up.
- All Testing Protocols for Students and Staff and Responding to Positive Cases "Strongly Recommended" protocols will be followed.
- All Responding to Positive Tests Among Staff and Students "Strongly Recommended" protocols will be followed.
- All applicable Food Service, Gathering, and Extracurricular Activities "Strongly Recommended" protocols will be followed. Strange School has no cafeteria.
- All applicable Cleaning "Strongly Recommended" protocols will be followed with the exception of cleaning libraries, computer labs, art and hands-on classrooms as we do not have any of these at Strange School.
- All Medically Vulnerable Students and Staff "Strongly Recommended" protocols will be followed.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

- Screening Students, Staff, and Guests - Strange School does not have a space for a quarantine area. Students and staff will be distanced from the group as much as possible and given a mask to wear until they can be taken home.
- Food Service, Gathering, and Extracurricular Activities - Strange School does not have a cafeteria or cafeteria staff. All other protocols will be followed.
- Athletics - Strange School does not have an athletics program or sports practice of any kind.
- Cleaning - "Cleaning libraries, computer labs, arts and other hands-on classrooms." Strange School does not have any of these spaces.
- Busing and Student Transportation - Strange School does not have bussing. Parents transport their students to and from school each day.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

Strange School will be excluding the following Phase 4 "Strongly Recommended" protocols:

- Facial coverings should be considered for K-5 students and students with special needs in the classroom.
- Facial coverings should be considered for preK students and special needs in hallways and common areas. (No preK students, no hallways or common areas.)
- Procure portable handwashing and/or hand sanitizing stations throughout the school buildings. (There is one sink located in the classroom for student/staff use. Students have unlimited access to the sink. Students also have unlimited access to hand sanitizer beside the sink.)
- Space desks six feet apart in classrooms. (Students' desks will be spaced 4 feet apart.)
- Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school. (One room, no additional rooms available for a quarantine room/space. Students who become ill will be separated from the group as much as possible and given a mask until they can be picked up.)
- If possible, . . . individual classrooms should be closed for 24 hours before cleaning. (Not possible with our school schedule. However, a complete cleaning of the building will occur every Sunday, allowing the building to be closed for 24 hours prior to cleaning.)

## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:** August 11, 2020

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

John A. Coakley, School Board President:



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

[strangeschool.weebly.com](http://strangeschool.weebly.com)

*The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.*

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

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:** August 15, 2020 by Cindy Anderson, Eaton RESA Superintendent

**Date Submitted to State Superintendent and State Treasurer:** August 17, 2020



## Continuity of Learning and COVID-19 Response Plan ("Plan")

*The goal of a Continuity of Learning Plan and COVID-19 Response Plan is to ensure that each District or Public School Academy is providing, to the best of its ability, each student with alternative modes of instruction to help them stay on pace in their learning. This application recognizes that there is no "one-size-fits-all" solution; multiple means of engaging students and supporting families may be necessary that may vary by grade level, school building, or student population served.*

For the purposes of the Plan, "district" refers to school districts and public school academies.

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|---|---|
| Date Submitted:   | April 10, 2020  |
| Name of District:   | Oneida Township School District No. 3                             |
| Address of District:  | 8981 Oneida Road<br>Grand Ledge, MI 48837                         |
| District Code Number:   | 23490   |
| Email Address of the District Superintendent:   | John A. Coakley, School Board President<br>jcoakley2100@gmail.com |
| Name of Intermediate School District:   | Eaton RESA ISD<br>Cindy Anderson, Superintendent                  |
| In accordance with Executive Order 2020-35 a District Learning Plan must include all of the following parts:<br>(The District Learning Plan will be referred to in this document as 'Plan'.)  |   |
| <p>1. Please describe the methods the district will use to provide alternative modes of instruction other than in-person instruction and a summary of materials each pupil and the pupil's parents or guardians will need to access meaningfully the alternative modes of instruction included in the Plan. If the Plan relies on electronic instruction, the Plan must ensure to the extent feasible that pupils have access to a connected device capable of accessing the electronic instruction and must not penalize a pupil for the pupil's inability to fully participate.</p> <p><i>"Alternative modes of instruction" means modes of pupil instruction, other than in-person instruction, that may include, without limitation, partnerships with other districts or intermediate districts or community colleges or institutions of higher education, use of vendors, use of online learning, telephone communications, email, virtual instructions, videos, slideshows, project-based learning, use of instructional packets, or a hybrid of multiple modes of learning that still promote recommended practices for social distancing to mitigate the spread of COVID-19.</i></p> <p>CONTINUED ON NEXT PAGE</p> |   |



District Response: (1)

Students will receive instruction through the use of instructional packets. We will continue to use the current, board approved curriculum. Students will have all of their school textbooks in their homes. Teachers and paraprofessionals will deliver assignments and workbook materials to students each week. Completed assignments will be picked up at the end of the week and next week's materials dropped off in a non-contact location, i.e. students' front porch.

Textbooks, journals, math manipulatives, crayons, pencils, and notebooks will be provided for each student. Students will be able to talk with their teachers on the phone when they need assistance with assignments.

2. Please describe the methods the district will use to keep pupils at the center of educational activities, including outreach to continue building relationships and maintain connections, and to help pupils feel safe and valued.

District Response:

Teachers will include personal notes, cards, or small treats for the students as weekly assignments are delivered to their homes. Teachers will include personal feedback and encouragement on returned assignments. Phone calls or face-time will also be utilized to maintain connections.

Parents will be contacted throughout the remainder of the school year to ensure students have necessary materials and instructional support.

With parental input, a district contact list will be developed so students and parents can contact each other. Students will be able to email/phone their classmates to collaborate on assignments and maintain social relationships.

3. Please describe the district's plans to deliver content in multiple ways so that all pupils can access learning.

District Response:

We chose to deliver instruction through instructional packets to ensure that all of our students would be able to access learning. Only 72% of our students have internet access in their homes. Students will be able to contact their teachers by phone as needed.

Teachers and paraprofessionals will deliver instructional packets to the students' homes each week and pick up the previous week's assignments at the same time. Pick-up/delivery of assignments will utilize non-contact delivery procedures.

4. Please describe the district's plans to manage and monitor learning by pupils.

District Response:

Student work will be collected weekly utilizing a non-contact pick-up location at the students' homes. Teachers will review students' work, provide written feedback, and return work to the student the following week. Parents will be encouraged to review the work and teacher feedback with their child.

5. Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.

District Response:

Beyond our normal budget, no additional expenditures are anticipated.

6. Please describe the manner in which district administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.

District Response:

Teachers and board members collaborated to develop the District Learning Plan. All teachers and board members were invited to give input (via a google doc) as the plan was developed. A zoom meeting was held to finalize the Plan. The Plan was approved by the school board on April 9, 2020.

7. Please describe the methods the district will use to notify pupils and parents or guardians of the Plan.

District Response

The proposed Plan will be presented to the board for approval at our April 9, 2020 online (Zoom) school board meeting. All our parents have been extended a personal invitation to be part of this board meeting. A time will be provided for the teachers/board to field questions regarding the Plan.

The parents will receive a copy of the Plan through email, once it has been approved by Eaton RESA. Group email as a communication tool has already been implemented successfully.

We will encourage an ongoing dialog with the parents, so that we may maintain the efficacy of the Plan. Parents may also discuss the Plan with teachers one-on-one, while maintaining appropriate social distancing, as teachers drop off their student's initial instructional packet and learning resources.

The approved Plan will be made available on the district website, [strangeschool.weebly.com](http://strangeschool.weebly.com).



8. Please provide an estimate of the date on which the district will begin implementation of the Plan, which must be no later than April 28, 2020.

District Response:

We estimate full implementation of the Plan on April 20, 2020.

9. Please describe the assistance, to the extent feasible, to pupils enrolled in any postsecondary dual enrollment courses under Public Act 160 of 1996, as amended, MCL 388.511 to 388.524, and Career and Technical Preparation Act, 258 PA 2000, as amended, MCL 388.1901 to 388.1913, in completing the courses during the 2019-2020 school year.

District Response:

Not Applicable, Our district serves pupils K-6th grades.

10. Please describe how the district will continue to provide or arrange for continuation of food distribution to eligible pupils.

District Response:

District does not provide food service but students/families can access area food banks or resident district food distribution programs as needed.

11. Please confirm that the district will continue to pay school employees while redeploying staff to provide meaningful work in the context of the Plan, subject to any applicable requirements of a collective bargaining agreement.

District Response:

Teachers and paraprofessionals will continue to be paid. Paraprofessionals will assist in the assembly of and delivery/pick-up of instructional packets.

12. Please describe how the district will evaluate the participation of pupils in the Plan.

District Response:

Teachers will monitor and track student completion of weekly instructional packets.

13. Please describe how the district will provide mental health supports to pupils affected by a state of emergency or state of disaster prompted by COVID-19.

District Response:

Teachers will continue to provide emotional support for students through encouraging notes, cards, and phone calls.

As needed, the school will rely on the resources provided by Eaton RESA for additional support in the area of mental health.

14. Please describe how the district will support the efforts of the intermediate district in which the district is located to mobilize disaster relief child care centers as described in Executive Order 2020-16 or any executive order that follows it.

District Response:

The district will support the efforts of Eaton RESA to mobilize disaster relief childcare through available licensed providers.



Optional questions:

15. Does the District plan to adopt a balanced calendar instructional program for the remainder of the 2019-2020 school year?

District Response:

No

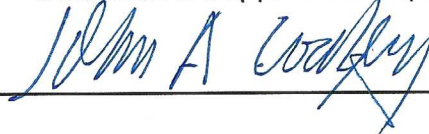
Does the District plan to adopt a balanced calendar instructional program for the 2020-2021 school year?

District Response:

Not at this time

Name of District Leader Submitting Application:

John A. Coakley, Board President  
District Board approval on April 9, 2020



Date Approved:

April 13, 2020

Name of ISD Superintendent/Authorizer Designee:

Cindy Anderson

Date Submitted to Superintendent and State Treasurer:

April 13, 2020

Confirmation approved Plan is posted on District/PSA website:

strangeschool.weebly.com